Operation manual in massproduct will be A5 size.

# Introduction

Congratulations on purchasing the OZ-9600 Electronic Organizer.
Please read this operation manual thoroughly to familiarize yourself with all the features of the Organizer and to ensure years of reliable operation. You may also find it useful to keep this operation manual on hand for reference.

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.
- The information provided in this manual is subject to change without notice.

# Quick Start

## Important things to do:

1. Complete and send in the blue registration card.
   This allows us to notify you of new products and accessories for your Organizer as they become available.

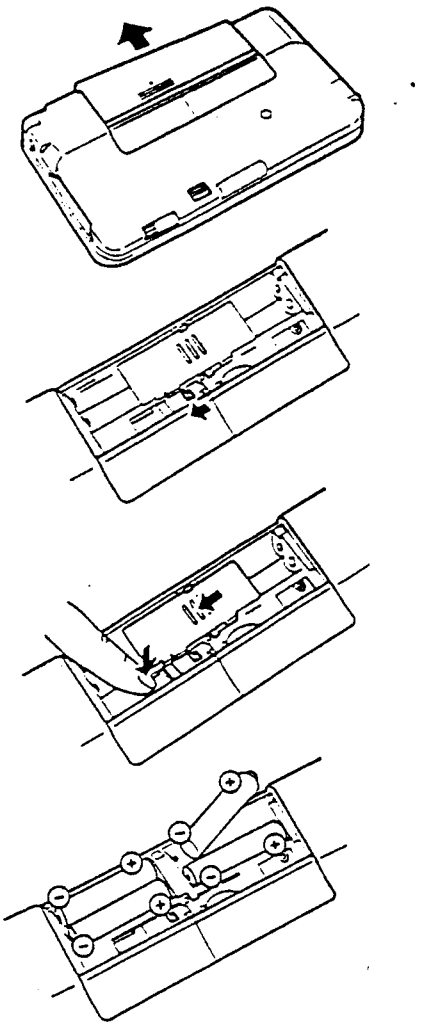
2. Please read through this Quick Start section even if you hate to read operation manuals. The Quick Start section will get you up and running with your Organizer in just a few minutes. Refer to the rest of the manual for more details about a particular operation.

3. Please read through the section for answers to commonly asked questions. There is a good chance that any general questions you have about your Organizer will be answered there.

4. Press [2nd] [HELP / H] when you need help using a particular application on the Organizer. The on-screen help is a quick reference guide explaining various controls and their functions.

## Installing (or replacing) the batteries

1. Slide off the battery compartment cover on the back of the unit.
2. Slide the battery replacement switch to "Replace batteries."
3. Holding the battery cover lock, slide off the battery holder.
4. Insert batteries, as indicated.
5. Replace the battery holder.
6. Slide the battery replacement switch to "Normal operation" and replace the battery compartment cover.



On average, you can expect to get about three to four months of battery life based on one hour a day of constant use. Actual battery life will vary depending on individual use. You can use the optional AC adaptor when working with the Organizer at your desk to save the battery power.

See "Getting the Organizer Up and Running," Chapter 1, for more details.

## Setting the time and date

1. Press [ON] and touch [ADJUST].
   (If the demo has already been disabled, select SET CLOCK from the TOOLS menu).

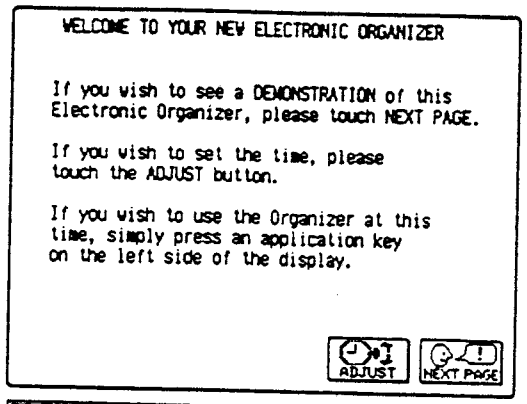
2. Touch [CITIES] to set your home city.

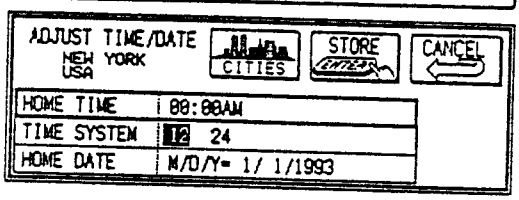
3. Press the first letter of the name of your home country, then touch [NEXT SCREEN] until you find a city in your time zone.

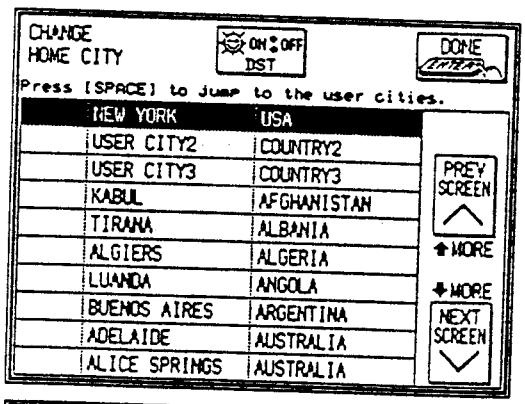
4. Touch the city to select it and then touch [DONE].

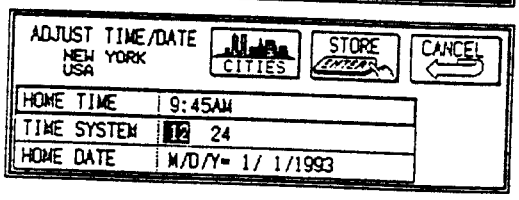
5. Type the correct time and then press [NEXT] twice.
   (For example: [0] [9] [4] [5] [AM] for 9:45 AM.)

6. Type the correct date and then touch [STORE].
   (For example: [0] [5] [0] [3] [1] [9] [9] [3] for May 3, 1993.)


WELCOME TO YOUR NEW ELECTRONIC ORGANIZER
If you wish to see a DEMONSTRATION of this Electronic Organizer, please touch NEXT PAGE.
If you wish to set the time, please touch the ADJUST button.
If you wish to use the Organizer at this time, simply press an application key on the left side of the display.
ADJUST
NEXT PAGE



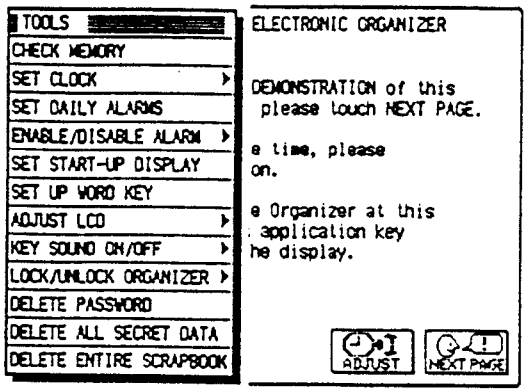

See "Getting the Organizer Up and Running," Chapter 1, for more details.

## Disabling the demonstration start-up display

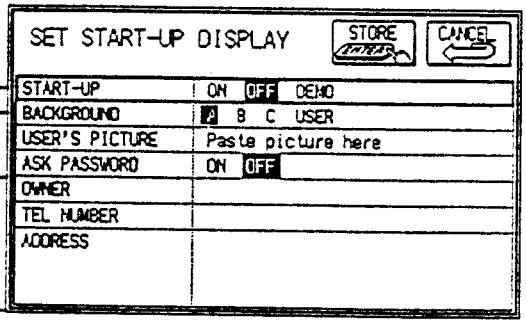
Your Organizer comes with a built-in demo which is turned on by default. You will most likely want to shut this off at this time.

1 Press 2nd (TOOLS W) to open the TOOLS menu.

2 Touch SET START-UP DISPLAY.




3 Touch OFF in the box next to START-UP to disable the demo start-up display.




If you want your name, number and address to be displayed on start-up, touch ON instead of OFF.

Select one of the start-up display backgrounds A, B or C, or select USER and paste in one you have created in the Scrapbook.

Type in your name, number, and address here.

4 Touch STORE to save all the changes.

See "Setting the Start-Up Display," Chapter 9, for more details.

## Making your first entry (a Telephone entry)

Note: The procedures described in the example below can be used in many of the Organizer's applications.

1 Press [TEL].

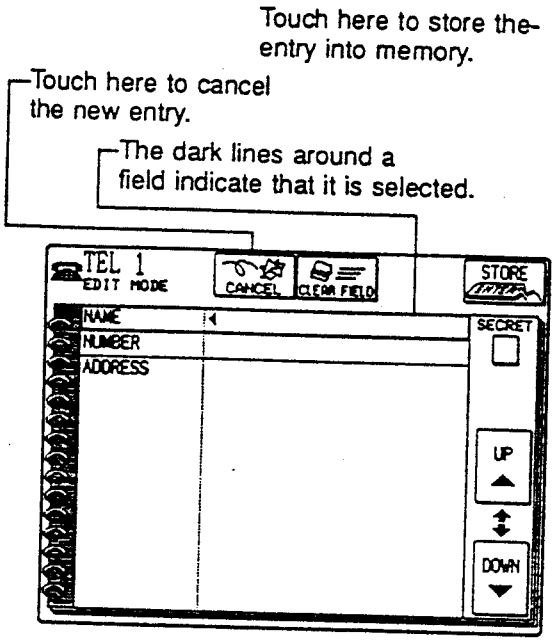
2 Press [NEW ENTRY] to create a new entry.

3 Type in a name, press [NEXT], type in a number, press [NEXT], then type in an address.

Use [↵] to move to the next line within a field.

Use [BS] or [DEL] and the cursor keys to correct mistakes.

4 Touch [STORE] when you are finished.




Simply touch a field name to select the field for data entry.

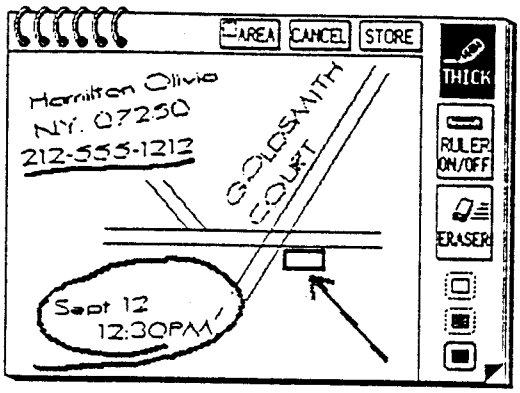
See "Making New Entries," Chapter 2, for more details.

## Jotting down a quick note into the Scrapbook

1 Press .

2 Take the pen and write a note on the display.
(If you want thicker lines, touch

with the pen.)

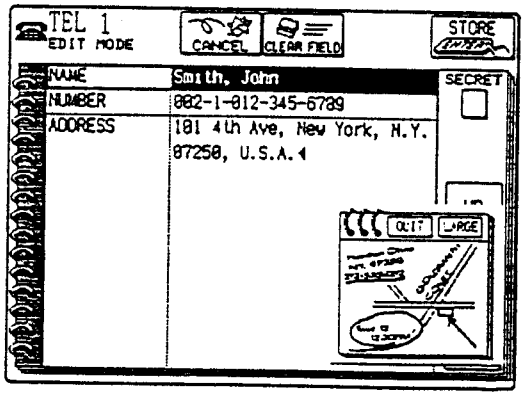



3 Touch [STORE] when you are finished drawing.

Now you can close the Scrapbook by touching [QUIT].

Or, you can reduce the window size and make an entry in another application while referring to it:

4 Press [SMALL] to reduce the size of the Scrapbook window by 50%.
If you wish, you can move the window by touching the upper left hand corner and "dragging" it with the pen.




See "The Scrapbook Application," Chapter 6, for more details.

## Editing an entry

# (To be completed)

See "Editing Techniques," Chapter 2, for more details.

## Deleting an entry

# (To be completed)

See "Deleting Entries from the Organizer," Chapter 2, for more details.

## Recording an appointment

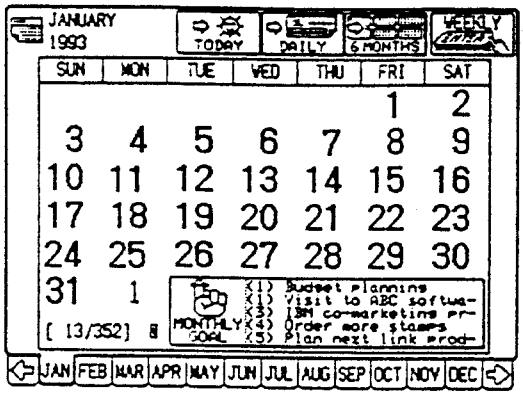
1 Press CALENDAR.

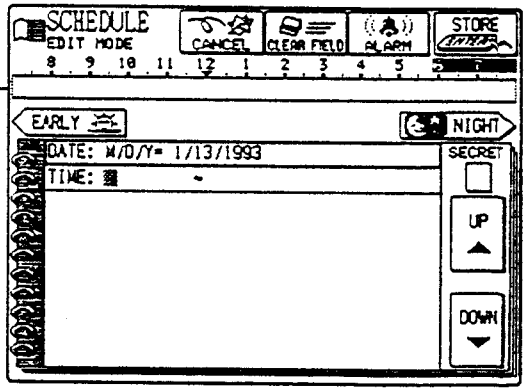
2 Touch the day you wish to make an appointment on.

3 Press NEW ENTRY.

4 Touch the time bar at the time the appointment begins, then touch it again at the time the appointment ends.

You can also use the keyboard to enter the times if your appointment does not fall on the hour or half-hour.




5 Press NEXT and type in a description. (Example: "Meeting with Pat")

If you want to set an alarm to remind you of the appointment, touch ALARM now.

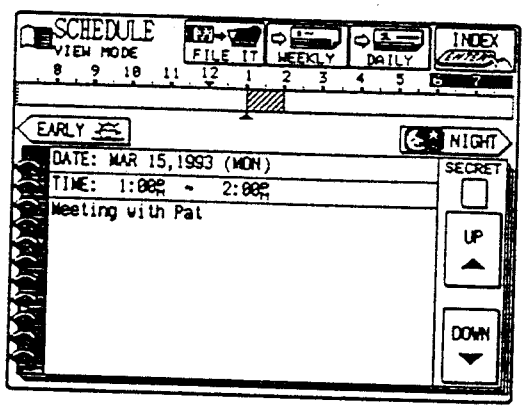
6 Touch STORE to store the entry into memory.

See "The Schedule Application," Chapter 3, for more details.

## Moving an appointment

Appointment times and dates can frequently change. Rather than re-typing the information, you can easily change an appointment stored in the Organizer.

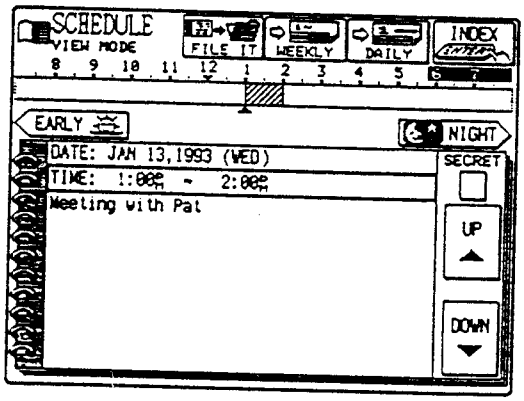
1. Find the Schedule entry you want to move.




2. Press [EDIT].

3. Press [PREV ^] and type in the new date (if the date have been changed).

4. Press [NEXT v] to move to the time field and touch the time bar at the time the appointment begins, then touch it again at the time the appointment ends (if the time has been changed).




5. Touch [STORE] to save the changes.

See "xxxxx," Chapter 3, for more details.

## Entering a To Do item

# (To be completed)

See "The To Do Application," Chapter 3, for more details.

## Viewing Schedule, Anniversary, and To Do items in the Calendar views

# (To be completed)

See "The Calendar Application," Chapter 3, for more details.

## Writing a memo in the Notebook

# (To be completed)

See "xxxxx," Chapter 5, for more details.

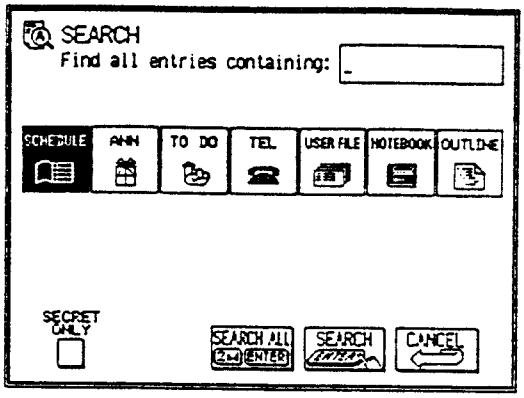
## Taking notes in the Outline

# (To be completed)

See "xxxxx," Chapter 5, for more details.

## Searching for information anywhere in the Organizer

1 Press [SEARCH].



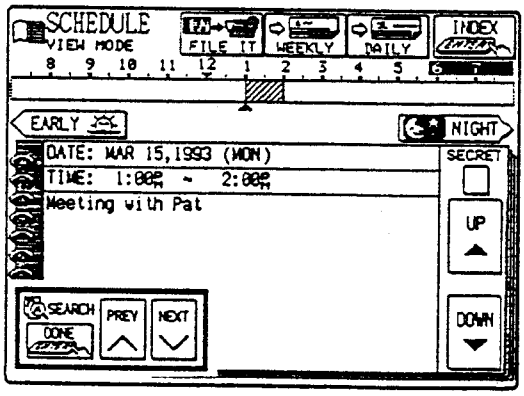

2 Type in any word stored in an entry that you want to search for.

You can use up to 16 characters (letters, numbers, symbols, etc.).

If you highlight a word with the pen and then press [SEARCH], that word will automatically appear in the search word box.

3 Select the application you want to search.

The application you were using last will always be the default application.




4 Touch [SEARCH] to begin searching (or touch [SEARCH ALL] to search in all applications).

5 Touch [NEXT] until you find the entry you are looking for, then touch [DONE].

See "xxxxx," Chapter xx, for more details.

## Finding an entry from the INDEX mode

The INDEX modes for Tel, User File, Outline and Notebook are very similar.

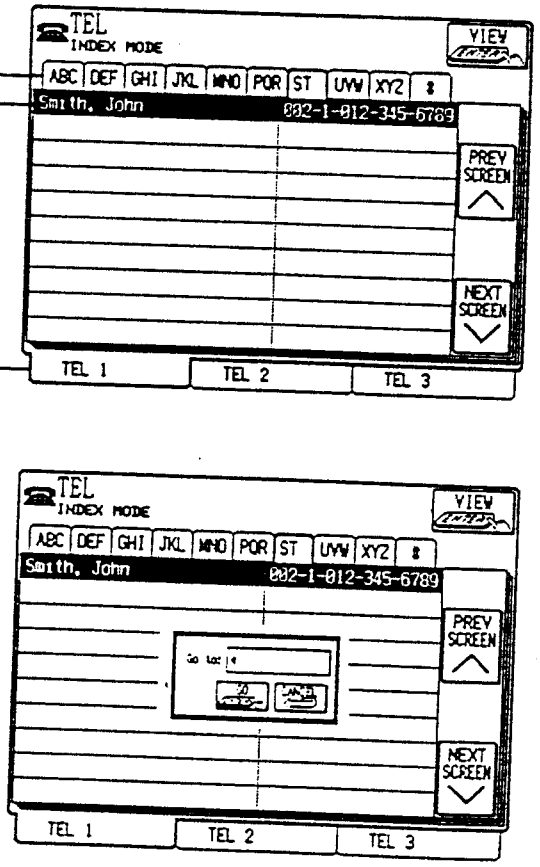
1 Select an application and go to the INDEX mode.

Touch these tabs to jump to these alphabetical listings.

Touch VIEW with a desired name highlighted or touch a name twice to view a particular entry in full.

Press EDIT to edit the selected entry, or press DEL to delete the selected entry.

Touch one of these tabs to select the file.




2 Type the first few letters of an entry to begin the Go To search.

3 Touch GO to go to the entry that starts with these letters.

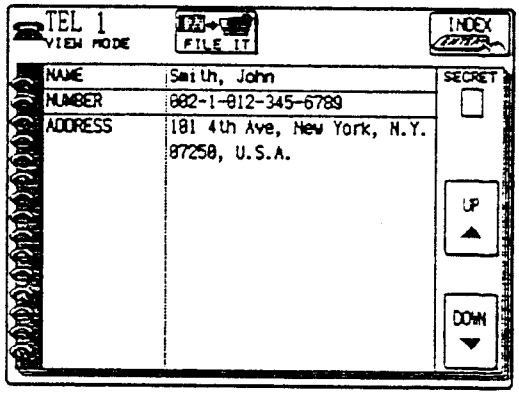
4 Press NEXT ∨ until you see the entry you are looking for.

See "xxxxx," Chapter xx, for more details.

## Assigning an entry to a Filer folder

Note: The entry will not be copied or moved to a folder. It is simply "assigned" to the folder. Entries assigned to folders can be worked with as usual.

1 Find the entry you wish to assign to a folder. Be sure to display the entry in the VIEW mode (not the INDEX).

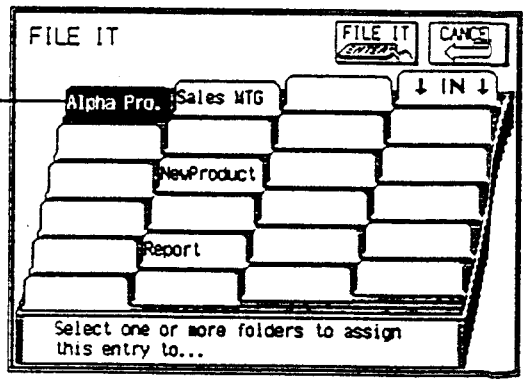



2 Touch FILE IT.

3 Touch the folder(s) you want to assign this entry to.

Note: You can assign entries to an unnamed folder and name the folder later.

4 Press FILE IT when you finish selecting the folder(s).




Touch once to select a folder.
Touch again to cancel selection.

You can select multiple folders.

See "The Filer Function," Chapter 7, for more details.

## Using the Filer

1 Press [FILER] to access your folders.

2 Touch a folder to select it. Now you can:

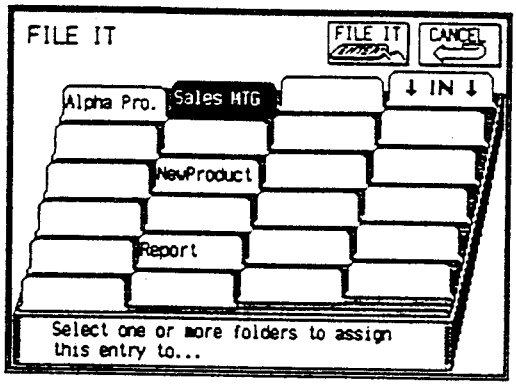
Touch [NAME] to name (or rename) the folder.

Touch [COLLECT] to have the Organizer automatically assign a group of entries to the selected folder based on a search word.

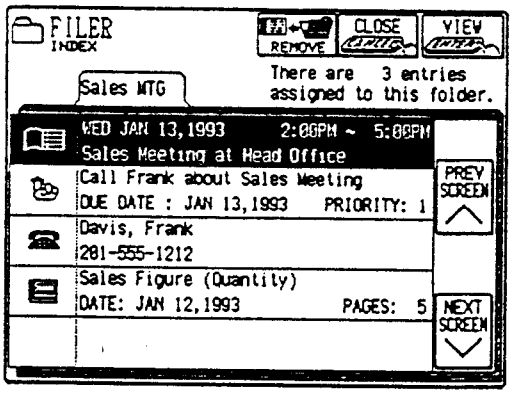
Press [SEND] to send a copy of all the entries assigned to this folder to another OZ-9000 Series Organizer (via infrared transfer). All entries will appear in the receiving unit's "IN" folder.

3 Touch [OPEN] to view all the entries assigned to the folder.

4 To go to the actual entry (VIEW mode), simply touch the entry and then touch [VIEW].




Touch [OPEN] to view all entries assigned to the folder.

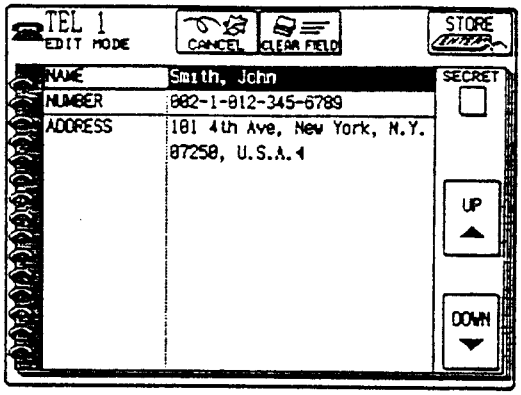



See "The Filer Function," Chapter 7, for more details.

## Copying and pasting text between applications

You may find a need to copy text from one place to another in the Organizer.

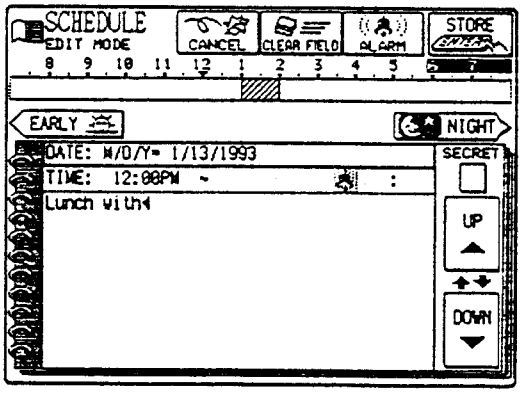
1 Go to the entry you want to copy text from.




2 Drag the pen over a word or sentence to select it.

The text will be displayed in reverse — white on black — to indicate it is selected.

3 Press [MENU ▶] and touch [CUT/COPY/PASTE ▶], then touch [COPY [2nd] [X]] to copy the text to the clipboard.




Anything currently on the clipboard is replaced with the text you just copied.

4 Go to the entry you want to add the text to.

Be sure you are in the EDIT mode when adding text to an entry.

5 Touch the place of insertion.

6 Press [MENU ▶] and touch [CUT/COPY/PASTE ▶], then touch [PASTE [2nd] [V]].

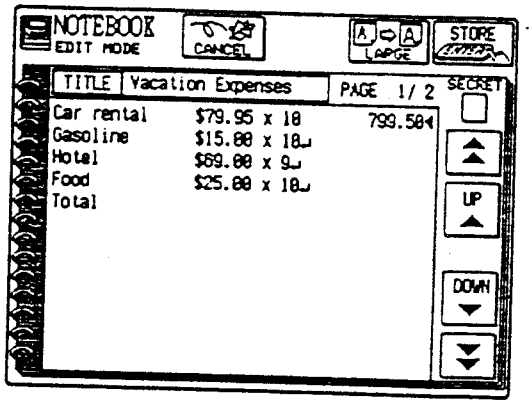
See "xxxxx," Chapter xx, for more details.

## Using the Calculator

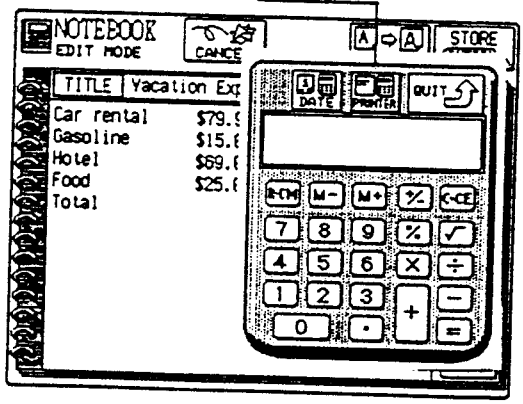
In addition to working like a standard calculator, the Organizer's Calculator can work with numbers stored in an entry.

1. Find an entry that you have stored numbers in.
2. Drag the pen over a number to highlight it.
3. Press 2nd (COPY C) to copy the number to the clipboard.
4. Press CALC to call the Calculator.
5. Press 2nd (PASTE V) to enter the copied number to the Calculator.
6. Perform any calculations you desire by touching the Calculator's keypad.

Touch QUIT when finished.




Touch here if you want to display an electronic "print out" to check




See "The Calc Application," Chapter 6, for more details.

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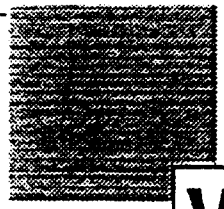


# What Your Organizer Can Do

The OZ-9600 is a full-featured, hand-held personal information manager with a new, easy-to-use graphical user interface, a large, easy-to-read screen, pen-based touch-panel operation, and wireless communications capability with other OZ-9600 organizers and personal computers.

To help you better manage your time and appointments, you can record appointments, meetings, or any other information connected with a date in the **Schedule** application; the **To Do** application helps you track tasks and goals — arranged in a priority you assign to them; the **Anniversary** application lets you record important annual events such as anniversaries and birthdays; and the Calendar can display your **Schedule**, **To Do**, and **Anniversary** entries in a daily, weekly, or monthly format.

The **Tel** application can be used like an address book to record names, phone numbers and addresses, while the **User File** application is a database for any important information, entered into categories you set up. Both can be configured to include the information you need most.

The Organizer is a word processor as well. The **Notebook** application offers advanced features, including margin set, word wrap, and a choice of font size and styles, allowing you to use the Organizer for everything from simple note taking to creating a formal, full-size letter. And the **Outline** application lets you enter and organize your thoughts and ideas using topics and subtopics, easily reorganizing them at any time.

The Organizer's powerful desk accessories include the **Scrapbook** application, which lets you create drawings or write notes directly on the display. The **Calculator** can perform a full range of mathematical functions, and the built-in **Clock** keeps track of both local and international time.

The Organizer adds quick accessibility to your information

with the ability to search files using a keyword or heading. The **Filter** function makes it possible to select and work with specified entries. And the **Filer** lets you collect all entries containing information you specify into one location, ensuring that all data on a single topic is at your fingertips. You can also "cut and paste" information within or between entries and files. And when a printer is connected to the Organizer using the optional CE-IR1 wireless interface, you can make hard copies of your data.

The OZ-9600 has more features and enhancements than any other computing device of its kind, all of which can be given extra capability through the use of SHARP application IC cards. Memory capacity can also be expanded using any of the optional RAM cards. And with the ability to transfer data to other Organizers or to remote computers using its telecommunications functions, the OZ-9600 is one of the most versatile and advanced pocket computers available in the world today.

# About this Manual

This manual is designed to help you to fully understand the capabilities and operations of your Organizer. The first two chapters provide a general introduction and instructions about set-up and initialization, including an overview of the keyboard, the display, and operations. Other chapters are organized according the type of task, for example, **Time Management** and **Creating Your Own Database**, so that you can give your attention only to those functions and features that meet your particular needs.

This manual comprises 9 chapters, and a set of appendices:

**Chapter 1. Getting Started**

Introduces part names and functions, and shows you how to set up and initialize the Organizer, including how to install batteries and set the built-in clock.

**Chapter 2. General Operation**

Introduces you to basic concepts and operations on the Organizer, including selecting an application, using menus, and the built-in help feature.

**Chapter 3. Time Management**

Explains those features that help you structure your time and keep track of appointments and important events: the **Calendar**, **Schedule**, **To Do**, and **Anniversary** applications.

**Chapter 4. Creating Your Own Database**

Explains the **Tel** and **User File** applications, which not only store information such as addresses and phone numbers, but also can be configured to manage almost any type of information.

**Chapter 5. Word Processing and Outlining**

Explains word processing in the **Notebook** application, and how to structure your ideas and writings using a simple outline form in the **Outline** application.

**Chapter 6. The Desk Accessories**
Explains drawing using the **Scrapbook**, and using the **Calculator** and **Clock**—applications that can be opened in windows on the display whenever they are needed.

**Chapter 7. Features and Utilities for Added Power**
Explains how to cut, copy, and paste blocks of text and areas of graphics, and other productivity enhancing features and utilities including getting quick access to information searching by a keyword or heading, filtering selected entries, filing, and more.

**Chapter 8. Using the Optional Peripherals**
Explains printing using the Organizer, how to transfer data and entries to personal computers and to other Organizers, transferring data from previous Organizer models, telecommunicating via modem, and using the optional IC cards.

**Chapter 9. Personalizing your Organizer**
Explains how to change the opening display and how to use the **Secret** function and a password.

**Appendices**
A. List of Key Notations
B. Reset
C. Troubleshooting
D. Battery Replacement
E. Specifications

# Conventions Used in this Manual

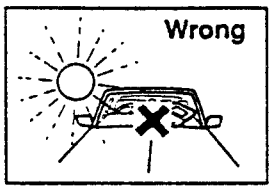
The following keyboard and symbol conventions are used throughout this manual:

- Display examples in the manual indicate how the display on the Organizer should look after performing an operation.
- [WEEKLY], [STORE], and other similar key notations indicate "touch buttons" on the display which can be activated by touching with a finger or the touch pen. (For more information about touch buttons, see p. xx.)
- [ON], [ENTER], and other similar notations indicate keys on the keyboard that should be pressed to perform operations.
- Letters and numbers to be entered in examples are shown in italics, for example *lunch* indicates that l-u-n-c-h should be typed in. Words shown in boldfaced capital and lowercase letters, such as **Calendar** and **Tools**, indicate the names of applications, functions or menus.
- Some keys have more than one function, accessed by using them in combination with [⇧] or [2nd]. 'W', for example, also accesses the **TOOLS** menu when the [2nd] key is used with it. When a key's second function is used, only that function is shown. For example, the instruction to open the **TOOLS** menu would be shown as [2nd] [TOOLS], not as [2nd] [W].
- The ☞ symbol indicates a tip or important point.
- The Organizer often lets you perform operations in more than one way. These alternatives are indicated by the ★ symbol.
- Cross-references to other helpful information are marked by the → symbol.

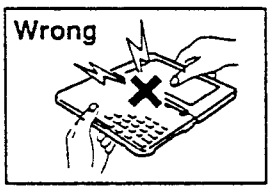
→ *For a full list of key notation, see Appendix A, p. xx.*

# Caring for the Organizer

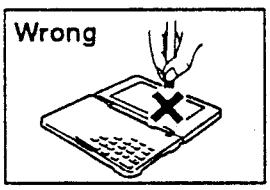
The OZ-9600 contains sophisticated circuitry and a glass display panel which can be damaged if not cared for properly. A few precautions should be taken regarding the Organizer's care so that it will give you many years of reliable use.



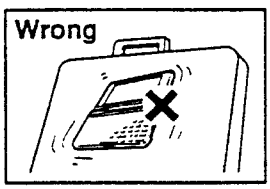

Keep the Organizer away from extreme heat. Do not leave it on the dashboard of a car or near a heater. Do not leave it any place that it is extremely damp or dusty.



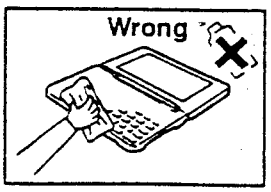

Do not drop the Organizer or subject it to severe impact or extreme force. Bending the Organizer beyond its capacity can damage the circuitry.



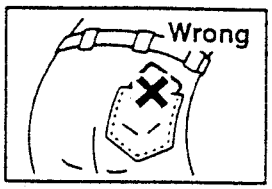

Do not use extreme force when pressing buttons on the display or the keys. Do not use any sharp, pointed object or your fingernails to press them. It is recommended that you use only the included touch pen to write or to touch the buttons on the Organizer's display screen.




Sharp or hard objects can scratch the Organizer. Be careful that it is protected when carried with other objects. Do not store it loose in a bag or briefcase.




Clean the Organizer only with a soft, dry cloth. Do not use solvents.



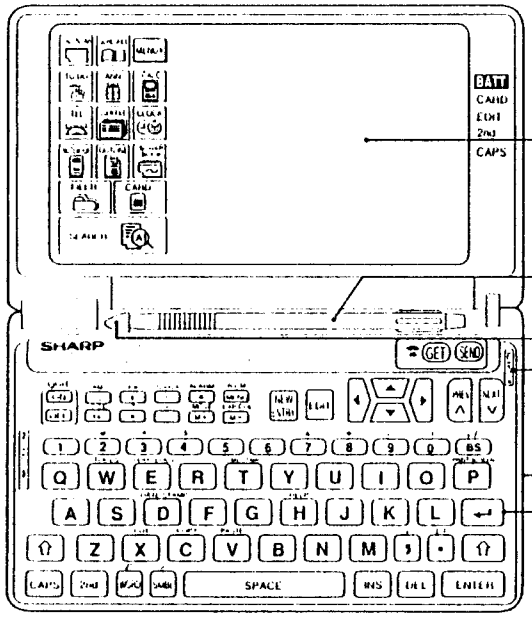

Do not carry the Organizer around in your back pocket, as it may break when you sit down. The display is made of glass and is particularly vulnerable.

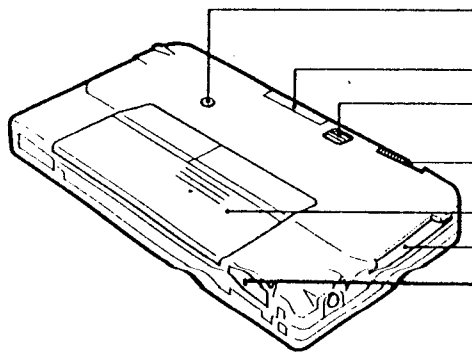
☞ Replace the batteries as soon as they become weak (see p. xx). Failing to replace weak batteries may result in leakage or lost data.

# 1 Getting Started

This chapter explains everything you need to know to set up and begin working with your Organizer, from installing the batteries to initialization. The chapter also includes a labeled illustration of the parts of the Organizer, and basic explanations of its key features, from the keyboard to the touch panel display and its symbols.

## Part Names and Functions



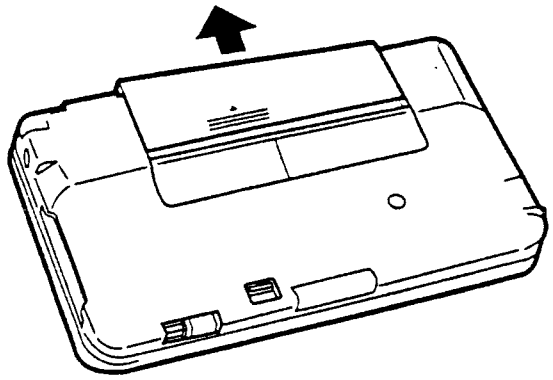



| | |
|---|---|
| **Display** | Shows information, and functions as a "touch panel" for navigation, data entry, etc. |
| **Touch pen** | Use for selecting touch buttons and drawing on the touch panel. |
| **Touch pen holder** | |
| **AC adaptor jack** | Connects the Organizer to the optional AC power adaptor. |
| **15-pin cable jack** | Connects a data transfer cable for computer link, modem hook-up, etc. |
| **Keyboard** | For entry of characters and commands. |
| **Reset button** | Use to initialize and reset the Organizer. |
| **Lock** | Press to open the Organizer. |
| **IC card lock switch** | Locks the installed IC card into the Organizer. |
| **IC card eject switch** | Use to eject an IC card. |
| **Battery compartment** | |
| **IC card slot** | For loading an IC card. |
| **IR port** | For infrared communications with other 9000 Series Organizers, etc. |

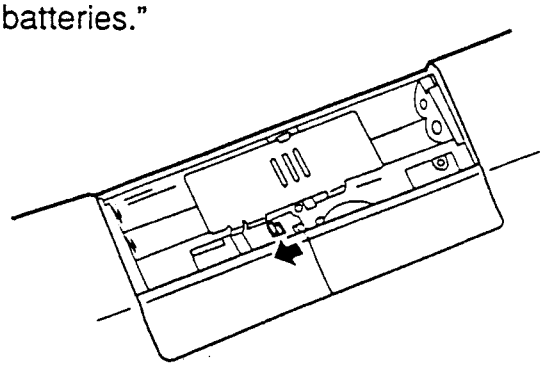
# Getting the Organizer Up and Running

**Installing the Batteries**

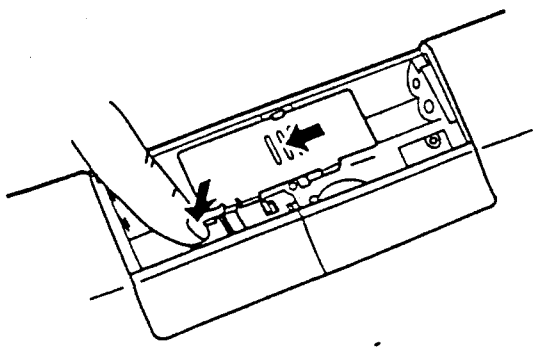
1. Slide off the battery compartment cover on the back of the unit.



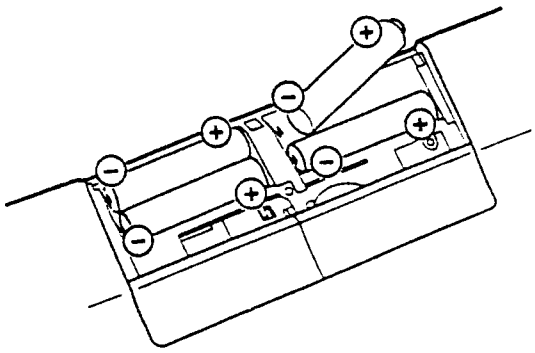
2. Slide the battery replacement switch to "Replace batteries."



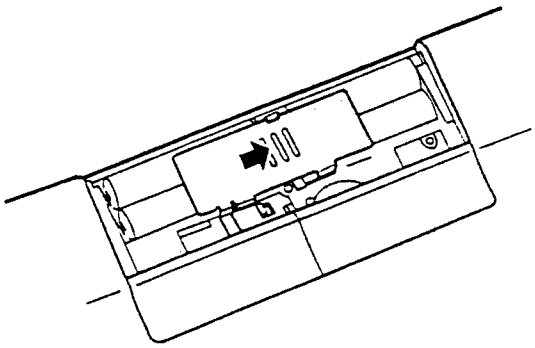
3. Holding the battery cover lock, slide off the battery holder.



4. Insert the four batteries, positioning them according to plus (+) and minus (–) polarity, as indicated.



5. Line up the tab on the battery holder and slide the holder into the unit until it clicks.



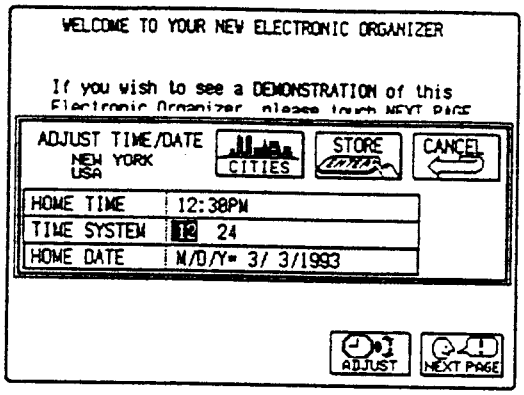
6. Slide the battery replacement switch to "Normal operation."
7. Replace the battery compartment cover.

**Initializing**

The Organizer must be initialized the first time it is used.

1. Press and hold the [ON] key.

7. Press [NEXT].
   Press [12◄►24] to select the time system.
8. Press [NEXT].
   Enter the correct date in the order of month, date, year.
   Enter a zero (0) in front of any single-digit month or date.
   Use four digits to enter the year.




9. Touch [STORE].
   The city, time, and date are set and the clock window closes.

★ If you want to reset the clock in the future, use the **TOOLS** menu. See p. xx.

**Turning the Organizer on and off**

Press [ON] to turn the power on and [OFF] to turn the power off. The Organizer will not operate if the IC card lock switch is in the RELEASE position. Either batteries or the optional AC adaptor (see p. xx) can be used as the Organizer's power source.

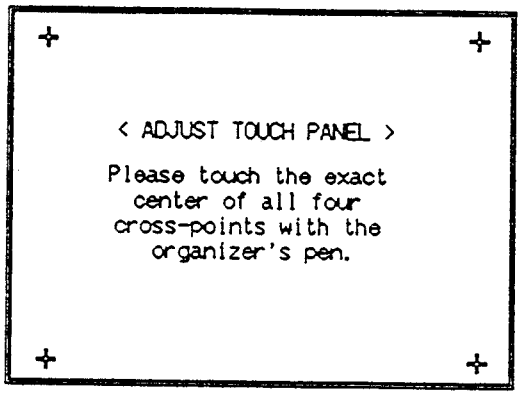
**Auto power off**

To conserve battery power, the Organizer will turn itself off if it has not been used for about 6 consecutive minutes. In order to avoid interrupting data transfers, the auto power off function is disabled when communicating with other devices (see p. xx).
If the Organizer auto powers off before an entry you are working with stored, the data will not be lost. When you press [ON], the Organizer will return to the same operating state in use before the auto power off.

**Calibrating the touch panel**

Each person holds a pen differently. In order for the Organizer to be able to respond properly to your individual style of writing, drawing, or selecting touch buttons, the touch panel must be calibrated.

1. Press [2nd] [TOOLS].
2. Touch ADJUST LCD.
   A submenu appears.
3. Touch ADJUST TOUCH PANEL.




4. Touch the center of each of the four crosses with the touch pen.

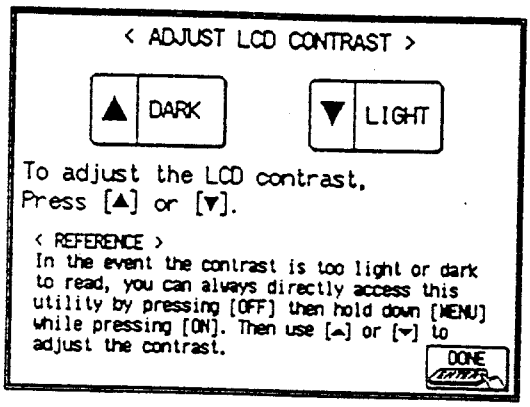
   When the adjustment is successful, "Adjusted!" appears on the display. If for some reason the adjustment fails, the message "Sorry, please try again" will appear. Repeat the procedure above until the touch panel is calibrated.

**Setting the LCD contrast to suit various lighting conditions**

From time to time, the contrast of the LCD display may have to be adjusted. You may find, for example, that the contrast setting that was fine for the home or office is not adequate when outside or on an airplane. Follow the procedure below to adjust the LCD contrast.

1. Press [2nd] [TOOLS].
2. Touch ADJUST LCD.
   A submenu appears.

3. Touch ADJUST LCD CONTRAST.



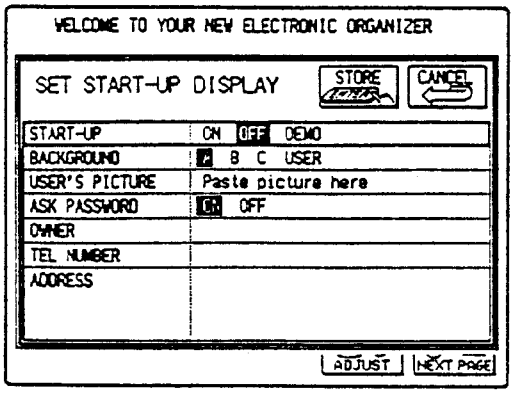

4. Adjust the contrast by touching [LIGHT] or [DARK].
5. Touch [DONE] when you are satisfied with the contrast.

★ If for some reason the display is too light or dark to read the display and operate the unit, you can access the contrast adjustment directly by turning off the Organizer, then holding down [MENU] on the keyboard while pressing [ON]. Press [▲] and [▼] to darken or lighten the contrast.

**Turning off the welcoming display**

You may find that after taking a tour of the Organizer and seeing a demonstration of its features once or twice, you want to turn off the welcoming display.

1. Press [2nd] [TOOLS].
2. Touch SET START-UP DISPLAY.
   The SET START-UP DISPLAY window opens.
3. Touch OFF in the box next to START-UP.




☞ Do not select any other field in the SET START-UP DISPLAY window at this time. If you make a mistake, touch [CANCEL] and start again.

4. Touch [STORE].

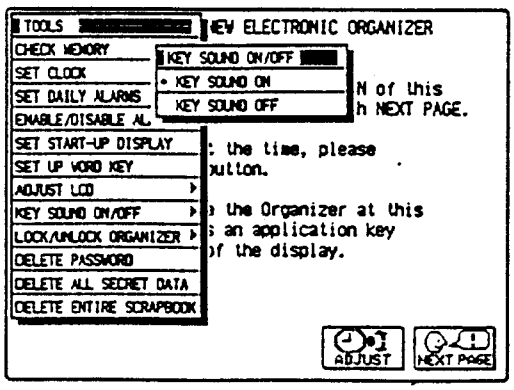
★ Press [ENTER].
The welcoming display is now disabled.

→ For more information about configuring the start-up display, see p. xx.

**Turning the key beep on and off**

The Organizer can be set to make a sound (a beep) each time a key or button is pressed. The default setting is on, indicated by ♪ on the display. You can use the **TOOLS** menu to change the setting.

1. Press [2nd] [TOOLS].
2. Touch KEY SOUND ON/OFF.
A submenu appears. The current setting is marked with an asterisk.



3. Touch KEY SOUND OFF.
   The key beep is now turned off and ♪ disappears.

# Getting to Know Your Organizer

A major advantage of the OZ-9600 is its graphical user interface, which displays commands and can carry out functions through a combination of graphical images and text. The graphical user interface is not only easy to use, it also gives you a great deal of versatility, since many operations can be carried out using the touch pen on the display, keys on the keyboard, or a combination of the two.

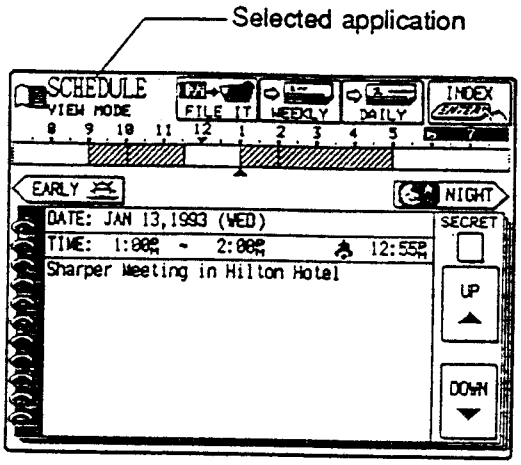
## Touch buttons and the touch panel

The Organizer's display not only shows information, it is also a "touch panel" which can respond to the touch of a finger or the touch pen to call up functions and execute commands. The icons on the display are "touch buttons," which allows you to access various operations simply by touching the desired button.
Many operations which are carried out using the touch buttons can also be carried out using keys on the keyboard. To store an entry, for example, you can touch [STORE] on the display or press (ENTER) on the keyboard.

- Keyboard alternatives are shown some touch buttons. For example

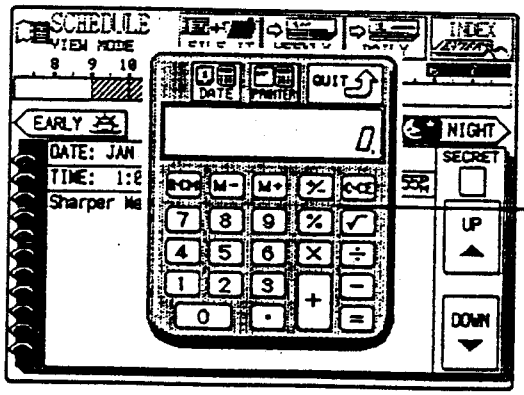
, shown as [STORE] in the manual, indicates that you can touch [STORE] on the display or press (ENTER) on the keyboard.
- When a symbol on the display matches a key or symbol on the keyboard, either can be used to perform the same operation. For example [PREV] or [PREV SCREEN] functions the same as (PREV).

## Applications




Operations on the Organizer are performed using "applications." The Organizer's **Calendar** and **Schedule**, for example, are applications—they perform an operation and accomplish a task based on your directions. To call an application, select it by pressing the appropriate key on the left of the display.

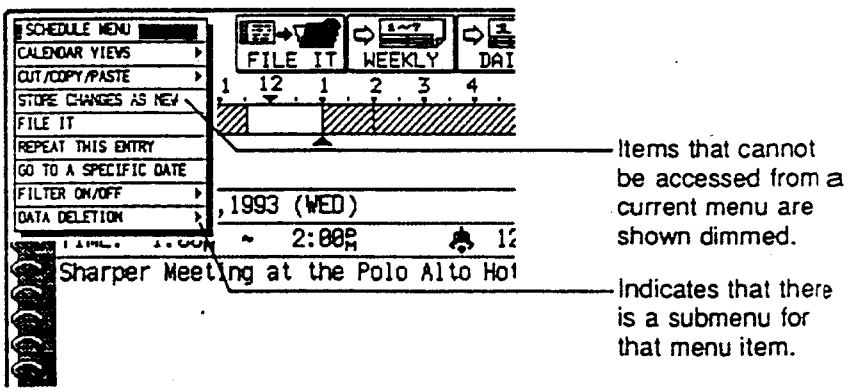
When working in one application, you can switch to another application simply by pressing that application key. Data being processed in the first application will in most cases be preserved and the operation can be completed when the application is selected again. In cases when an operation or procedure cannot be completed, a warning message will indicate this and give you the option of remaining in the application.



Three of the Organizer's applications—**Calc**, **Clock**, and **Scrapbook**—open in "windows" which can overlay other applications on the display. More than one window can be open at a time, however only one application or window can be used at a time. Applications or windows not currently in use are shown dimmed on the display. When an application or window is selected, you can select another one by touching it, or touching anywhere outside the current selection.
The **Clock** window is displayed only while [CLOCK] is pressed. To close the other application windows, touch [QUIT] or press [QUIT].

**Menu operation**

Another powerful aspect of the Organizer's graphical user interface is its system of menus, which can be used to quickly execute commands and perform operations. With the exception of the **Clock** , **Calc**, and **Scrapbook** applications, each application has its own menu. In addition, there are two "general" menus — **PERIPHERALS** and **TOOLS** — which can be accessed from the keyboard at virtually any time during operation. To open the menu in an application, press [MENU▶] or [MENU]. Touch a menu item to select it (or use [▼] and [▲] and then press [ENTER]). To close an open menu, touch anywhere on the display outside the menu or press [CANCEL].



## The keyboard

The Organizer's keyboard is laid out in a Standard format, much the same as on a typewriter or computer. [⇧] functions the same as the Shift key on a typewriter or computer, and [CAPS] the same as a Caps Lock key.

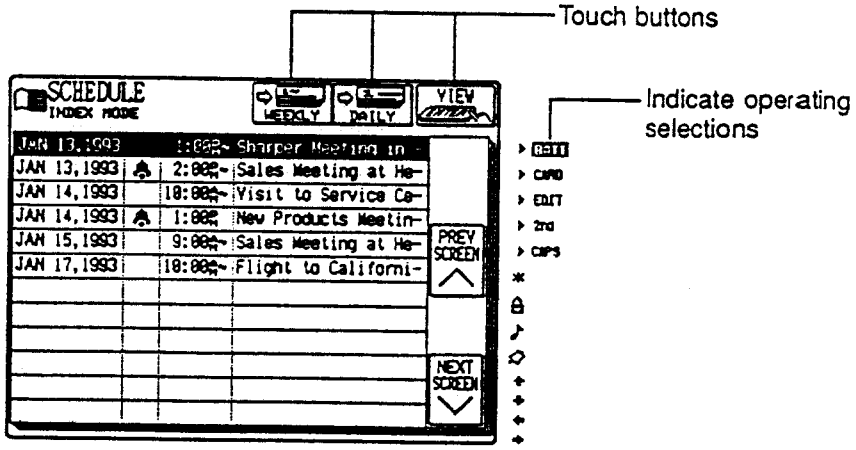
☞

- Functions shown in green above a key are automatically activated when using the **Outline** application—it is not necessary to press any other key.
- Symbols in white above a key such as ' or : can be accessed by holding down [⇧] and then pressing the appropriate key.
- Functions in blue above a key, such as TOOLS, can be accessed by pressing the key after [2nd] is pressed. There is no need to hold down [2nd] while you press the other key.

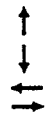
➛ Special symbols and characters, such as ¥ and é, can also be entered on the Organizer using [SMBL]. For a full explanation, see p. xx.

➛ In the default setting (the initial factory setting), the Organizer beeps each time a key or button is pressed. For an explanation of how to turn the keying sound on and off, see p. xx.

## The display



### Display symbols

| | |
|---|---|
| ► **BATT** | The operating batteries are weak and need to be replaced (see p. xx). |
| ► CARD | An IC card is currently being used. |
| ► EDIT | The current entry is in the Edit mode. |
| ► 2nd | The [2nd] key has been pressed. |
| ► CAPS | [CAPS] has been pressed. In caps lock mode. All typed letters will be in uppercase. Press [CAPS] to turn off caps lock. |
| * | This symbol is used by certain IC cards. It indicates that the current entry is marked as "secret" and can only be accessed when the Organizer is unlocked (see p. xx). |
| | The Organizer is locked. Entries marked as secret cannot be recalled without first entering the password and unlocking the Organizer (see p. xx.). |
| | The key sound is on (see p. xx). |
| | All alarms are enabled. When this symbol is not shown, all alarms are disabled (see p. xx). |
|  | These symbols are used by certain IC cards. They indicate that all information in an entry cannot be shown at one time on the display. There is additional information in the direction indicated, which can be viewed using the cursor keys. |

### Built-in help and other user messages

The Organizer has a built-in help feature which acts as a convenient, on-line reference manual. You can call up the **Help** feature at any time simply by pressing [2nd] [HELP]. On-line help is an extensive resource, so not all the information available may fit on one display. Use [PREV] or [NEXT] to scroll the information, then touch

[DONE] when you want to return to the regular display.

During the course of normal operations, the Organizer will display several different messages to guide you through these operations. Many of these messages will give you a choice of commands or ask you to confirm important operations, while others will simply display information for you to read. In most cases, you must make a selection or simply acknowledge the message before continuing. Other messages will flash information briefly and then disappear.

# 2 General Operation



In this chapter you will learn most of the Organizer's basic operations. The **Tel** and **Scrapbook** applications will be used for the examples. However, most of the techniques described here can be applied to all of the built-in applications. Each application is described in detail later on in the manual.

→ For a full explanation of the Tel application, see p. xx.
→ For a full explanation of the Scrapbook application, see p. xx.

## Opening an Application

To start using an application, simply press the desired key, located to the left of the display. Each time you press **Calendar**, **Schedule**, **Ann**, **To Do**, **Tel**, **User File**, **Notebook**, **Outline** or **Filer**, the selected application will appear. Any application open on the display will now be hidden when a new application is selected. You can always return to another application at the exact point where you left off simply by pressing its key again. Only one application will ever be visible at one time. Pressing **Scrapbook** or **Calc**, however, displays a second window on top of the current display. You can move these windows to any location on the screen. To close these windows you must touch QUIT.

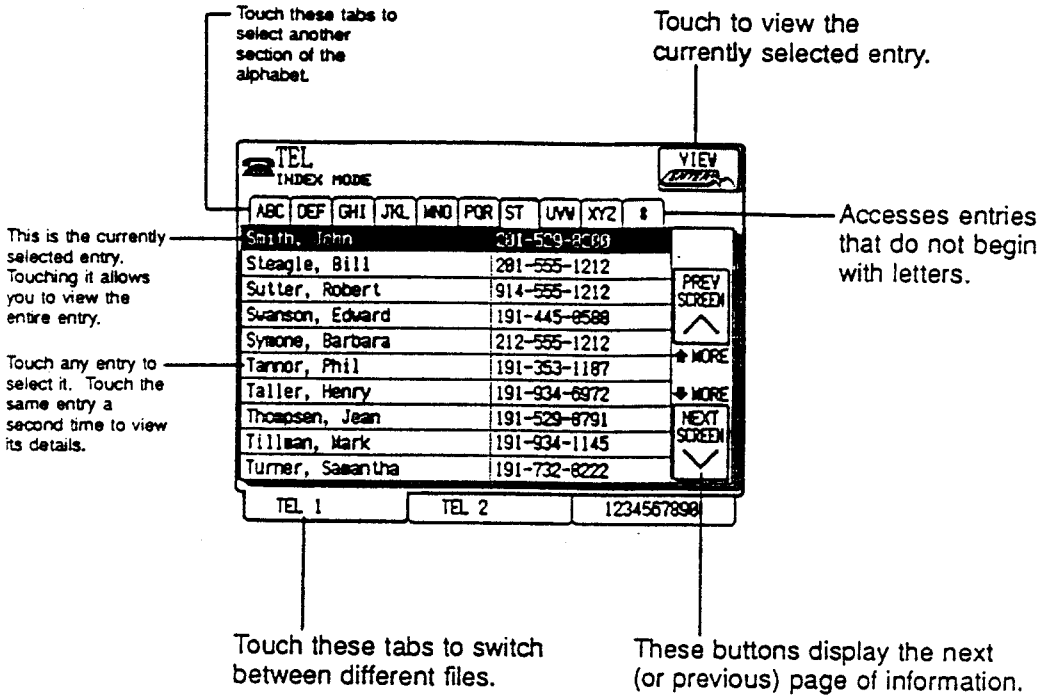
## Selecting Display Modes

Once an application is open, you can switch between three basic display modes: Index, View, and Edit. Each display mode has its own unique appearance and particular purpose.

☞ • The **Calc**, **Calendar**, and **Clock** applications do not have Index, View, or Edit modes.

**The Index mode**

The Index mode shows you a one line view of each entry. From here you can easily find a particular entry. This is the default view the first time you use an application or when there are no entries in a particular application.

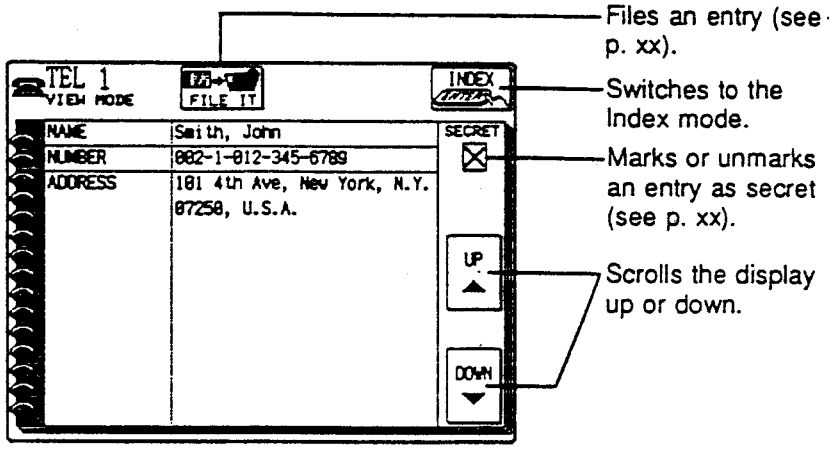

Touch these tabs to select another section of the alphabet.
Touch to view the currently selected entry.
TEL
INDEX MODE
VIEW
ABC DEF GHI JKL MNO PQR ST UVW XYZ
Accesses entries that do not begin with letters.
This is the currently selected entry. Touching it allows you to view the entire entry.
Smith, John 201-529-8C00
Steagle, Bill 201-555-1212
Sutter, Robert 914-555-1212
Swanson, Edward 191-445-0588
Symone, Barbara 212-555-1212
Touch any entry to select it. Touch the same entry a second time to view its details.
Tannor, Phil 191-353-1187
Taller, Henry 191-934-6972
Thoapsen, Jean 191-529-8791
Tillman, Mark 191-934-1145
Turner, Samantha 191-732-8222
PREV SCREEN
MORE
MORE
NEXT SCREEN
TEL 1
TEL 2
1234567890
Touch these tabs to switch between different files.
These buttons display the next (or previous) page of information.

Other operations from the keyboard that are available from the Index mode include:

| | |
|---|---|
| NEW ENTRY | Creates a new entry (Edit mode). |
| EDIT | Edits the currently selected entry (Edit mode). |
| DEL | Deletes the currently selected entry. |
| ENTER | Displays the currently selected entry in the View mode. |
| PREV NEXT | Displays any previous/subsequent entries not shown. |

**The View mode**

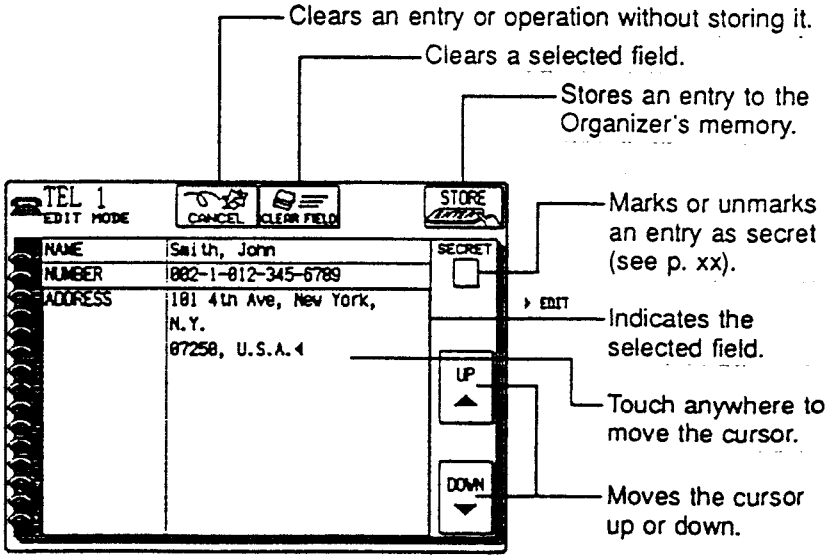
The View mode shows a single entry in its entirety.




| | |
|---|---|
| NEW ENTRY | Creates a new entry (Edit mode). |
| EDIT | Edits the currently displayed entry (Edit mode). |
| DEL | Deletes the currently displayed entry. |
| PREV | Sequentially displays the previous entries. |
| NEXT | Sequentially displays the following entries. |

## The Edit mode

Entries are made and all editing and corrections are carried out in the Edit mode.



| | |
|---|---|
| ⇧ NEW ENTRY | Clears a selected field. |
| CANCEL | Clears an entry or operation without storing it. |
| ENTER | Stores an entry to the memory. |
| ▲ ▼ ► ◄ | Moves the cursor. |
| PREV NEXT | Selects a field. |

## Making a New Entry

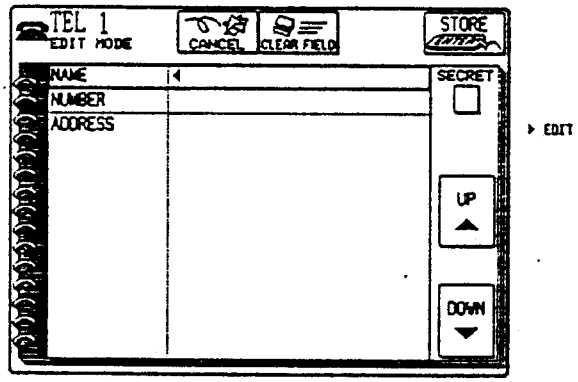
From the Index or View mode, pressing NEW ENTRY opens a blank form for creating a new entry.

Make the following new **Tel** entry:

| | |
|---|---|
| Name | *John Smith* |
| Tel. | *201-529-8200* |
| Fax. | *201-529-9695* |
| Address | *123 Main Street, Mahwah, NJ 07430* |

1. Press TEL to open the application.
   The application opens in the Index mode.

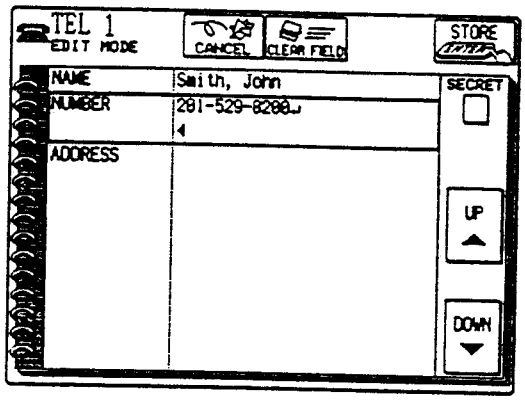
2. Press NEW ENTRY on the keyboard.
   A blank form opens in the Edit mode.



3. Type in the name *Smith, John.*

4. Press [NEXT] to move to the NUMBER field.
★ Touch NUMBER to move to the field.

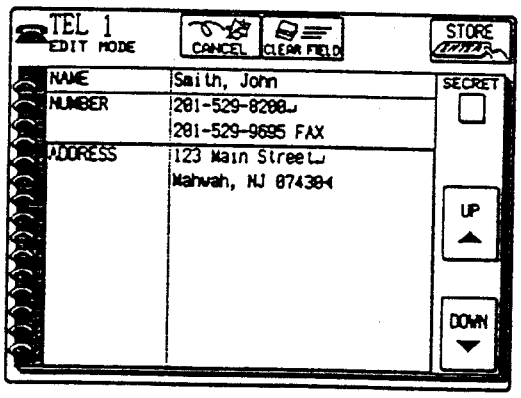
5. Type in *201-529-8200* and then press [↵].
Notice that the cursor has moved to the next line and the field box has automatically adjusted in size.




6. Type in *201-529-9695 FAX.*

7. Press [NEXT] to move to the ADDRESS field.
★ Touch ADDRESS to move to the field.

8. Type in *123 Main Street* followed by [↵].
Type in *Mahwah, NJ 07430.*



9. Press [ENTER] to store the entry.

★ Touch [STORE].

The message "Stored!" will appear briefly. the entry is now stored in memory and displayed in the View mode.

→ For other useful methods available in the Edit mode, see p. xx.

## Editing an Existing Entry

To edit an entry already stored in memory, you must first open the entry in the Edit mode where it was created.

1. Press [TEL] to open the application.
2. Select the desired entry in the Index mode or display it in the View mode.
3. Press [EDIT] to open the entry in the Edit mode.
4. Make any necessary changes.
5. Touch [STORE] to store the changes when you are finished.

★ Press [ENTER].

The new, edited entry is now stored, replacing the original entry.

**Editing Techniques**

This section explains all the general editing techniques used in the Edit mode when making a new entry or editing an existing entry in all of the applications. (The **Notebook** application has many additional features for working with text; see "p. xx" for more information.)

**Fields**

Most applications divide the display into field boxes. The number of fields in each application varies, as do the

types of fields. The different field types include text fields, a date field, time field, and picture field. There are also a few other special types of text fields. You can define the number, type, and names of fields in the **Tel** and **User File** applications (see p. xx).

You can type any character into a text field. The size of a text field is limited only by the size of the entry. Text fields adjust their size automatically to accommodate the number of lines entered.

Only a date can be entered in a date field, usually in a format of MM/DD/YYYY. For example, you would type *06231993* to enter June 23, 1993.

Only the time of day can be entered in the time field, in a format of HH:MM followed by (AM) or (PM). For example, to enter 9:00 AM, you would type *0900* then press (AM).

You can insert a picture from the **Scrapbook** into a picture field. You cannot enter anything directly into a picture field; a picture must be pasted from the **Scrapbook**. A picture can also be deleted from the field.

➔ See Chapter xx for more information about using picture fields.

**The cursor**

The cursor is used to work with text, indicating the position where text will be entered or deleted. The cursor is also used to indicate selection items in menus or lists. In text fields, where there is no restriction on the type of text (letters or numbers) or number of characters (lines) that can be entered), the cursor appears as ◄ in insertion mode, or as ■ in overwrite mode (see p. xx).

In some text fields or boxes, the cursor appears as _, indicating that there is a limit to the number of characters that can be entered in the field or box.

In the date and time fields, the cursor appears as ■, indicating that numbers only should be entered in a specified format (see above).

**Typing In text**

Typing in text is simple and straightforward. The Organizer's keyboard is laid out similar to the keyboard on a typewriter or computer.

**Letters (lowercase and uppercase)**

Any of the standard letters (A to Z) can be entered by pressing the appropriate key. All letters will normally appear in lower case. However, you can hold down either of the ⇧ keys while pressing a letter key and the letter will appear in uppercase. You can also hold down ⇧ and press any number of letter keys to enter consecutive uppercase letters (for entries like "APEX Inc."). CAPS functions as a "CAPS lock" key on a typewriter or computer. Once pressed, the symbol ► will appear in the display beside CAPS. Any letters typed while the Organizer is in CAPS mode will appear in uppercase. To switch back to lowercase mode, simply press CAPS again. To display lowercase letters while in CAPS mode, hold down ⇧ while pressing a letter key.

**Numbers**

The Organizer has number keys located on the keyboard above the letter keys. Regardless of the CAPS mode (on or off), pressing these keys will enter numbers. Holding down ⇧ followed by a number will, however, enter the symbol printed above the pressed number key.

**Symbols**

The symbols that appear in white above certain keys can be entered directly from the keyboard. Holding down ⇧ followed by a key will allow you to enter these symbols. One symbol, the semicolon, can be entered by first pressing 2nd and then the . key. In addition, a number of special symbols are available by pressing SMBL (see p. xx).

### Moving around the display

When working in an entry, the easiest way to move the cursor to a specific location on the display is to touch the location with the pen. The cursor will immediately move to the selected position.

You can also move the cursor around the display with the cursor keys [◄], [►], [▼], and [▲]. This may sometimes be more convenient when you are working from the keyboard. In addition, you can hold any cursor key down for rapid movement.

The following convenient key combinations are also available in the Edit mode:

| | |
|---|---|
| [⇧][►] | Moves the cursor to the end of the line. |
| [⇧][◄] | Moves the cursor to the beginning of the line. |
| [⇧][▲] | Moves the cursor to the beginning of a field. |
| [⇧][▼] | Moves the cursor to the end of a field. |

### Moving between fields

In addition to the methods described above, you can move the cursor directly to the next field in an entry by touching the desired field name on the display, or by pressing [NEXT] or [PREV]. In either case, the cursor moves to the beginning of the desired field.

**Inserting and overwriting text**

To insert text into existing text, move the cursor to the character you wish to insert text in front of and begin typing. Insert mode is the Organizer's default setting. When the cursor is positioned over a character in the insert mode, it appears as a flashing triangle. To switch to the overwrite mode, press [INS]. Any text you enter will replace existing text. When the cursor is positioned over a character in the overwrite mode, it appears as a flashing square box.

**Deleting text**

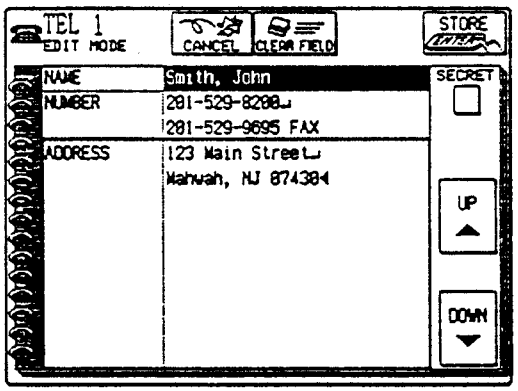
If you make a mistake while entering text, use the following keys to delete the mistake, then enter the correct text.:

| | |
|---|---|
| BS | Deletes the character behind the cursor. |
| DEL | Deletes the character under the cursor. |
| ⇧ DEL | Deletes the entire line the cursor is on. |
| ⇧ NEW ENTRY | Clears the currently selected field. Except in the Notebook and Outline applications, the button CLEAR FIELD is also available. |

**Working with blocks of text**

It is easy to work with blocks of text on the Organizer. The first step is to select the text to work with.

1. Hold the touch pen at the beginning of the text and drag it over the entire text that you want to work with. This will "highlight" the text (display it in reverse—white on black). Take the pen off the display when the desired text is highlighted.




2. You can now perform a number of operations on the selected text:

| | |
|---|---|
| BS or DEL | Deletes all of the selected text. |

★ You can also delete selected text using DATA DELETION from the menu.

| | |
|---|---|
| 2nd COPY | Copies the selected text to the clipboard so that it can later be pasted to another location. |

| | |
|---|---|
| 2nd CUT | Deletes the selected text from its current location and moves it to the clipboard. |
| 2nd PASTE | Replaces the selected text with whatever is currently on the clipboard. |

Once text is selected, any new text that is typed in will replace the selected text.

→ For a full explanation of the Cut/Copy/Paste functions, see p. xx.

**Scrolling the display**

If there is more information than can be displayed at one time, ↓ or ↑ will appear on the right side of the display. The arrows indicate the direction you need to scroll. Touch UP or DOWN to scroll the information one line at a time.

**Finding specific entries in your Organizer**

There are a number of way that you can locate entries and information in you Organizer.

**In the Index mode**

The Index mode shows you a listing of all your entries.

1. Press the desired application key.
2. Go to the Index mode if it is not displayed.
   If you are looking in the **Tel** or **User File** applications, be sure to select the file that the entry is in at this time by touching the appropriate tab.
3. Use the letter tabs to jump to a particular place in the alphabet.

★ You can also find a specific entry by entering the first letters that the entry begins with. A GO TO text box will open for you to enter the text that you want to search for.

Touch [GO] to jump to that entry.

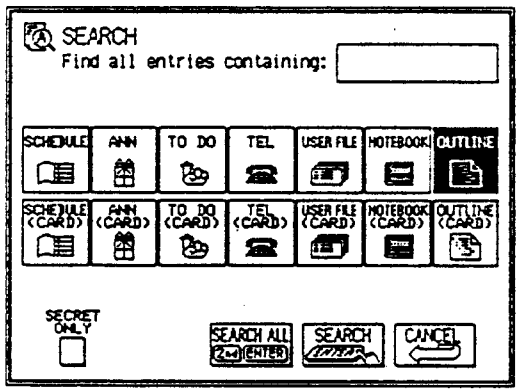
4. If the entry is still not displayed, touch [NEXT SCREEN] and [PREV SCREEN] to scroll the list of entries.

5. When the desired entry is displayed, select it and touche [VIEW] to see the entry in full.

**Using search words**

If you have no idea where an entry is or what letters it begins with, you will want to use the Search function. For example, suppose that you find a phone number without a name and you want to know whose number it is.

1. Press [SEARCH].
The Search window will open.




2. Enter the phone number you found. Type *529-8200.*

3. Touch [TEL] to select this application to search and Touch [SEARCH] to begin the search operation. If you are not sure about the application, touch [SEARCH ALL].

The Organizer will now display the first entry that contains the text, or "search string," that you entered. If there is more than one entry that contains the search string, touch [NEXT] until you find the specific entry you are looking for. Then touch [DONE] when you are finished searching.

➔ For more information about using the Search function, see p. xx.

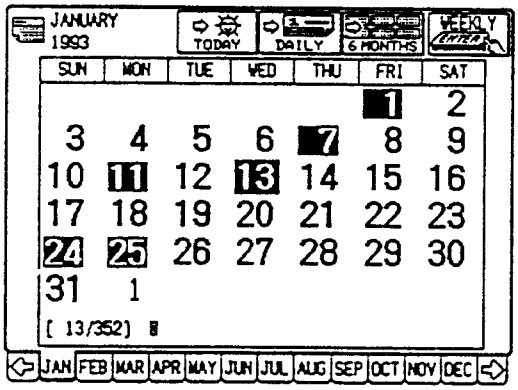
**By topic**
The Filer lets you group entries by subject. For example, all entries relating to a particular project could be placed into a single **Filer** folder, making it easy to open one or more of the entries when necessary. You can group entries regardless of the applications they were created in, and entries can belong to more than one folder.

➔ Before you can access entries using the **Filer**, you must first assign them to folders. See p. xx for a full explantion of the Filer.

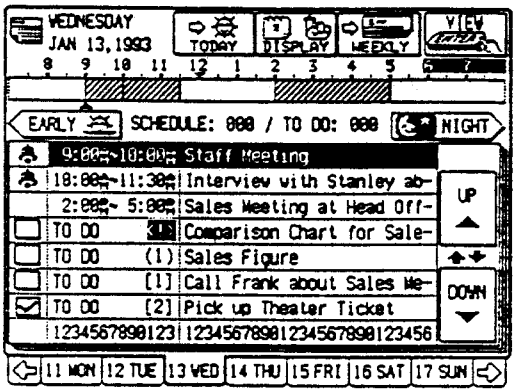
By date

You can use the various **Calendar** views to quickly and easily find information related to a time and/or date.

1. Press [CALENDAR].
   The monthly calendar will appear with the current date flashing.


JANUARY
1993
TODAY
DAILY
6 MONTHS
WEEKLY
SUN MON TUE WED THU FRI SAT
1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
31 1
[ 13/352]
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

2. Select a day by touching it, then touch [DAILY] or [WEEKLY] to see a more detailed view. You can also touch [6 MONTH] for a six-month view.


WEDNESDAY
JAN 13,1993
TODAY
DISPLAY
WEEKLY
VIEW
8 9 10 11 12 1 2 3 4 5 6 7
EARLY
SCHEDULE: 000 / TO DO: 000
NIGHT
9:00~10:00 Staff Meeting
10:00~11:30 Interview with Stanley ab-
2:00~ 5:00 Sales Meeting at Head Off-
TO DO (3) Comparison Chart for Sale-
TO DO (1) Sales Figure
TO DO [1] Call Frank about Sales Me-
TO DO [2] Pick up Theater Ticket
1234567890123 1234567890123456789012345
UP
DOWN
11 MON 12 TUE 13 WED 14 THU 15 FRI 16 SAT 17 SUN

3. In the Daily view touch an entry to select it and touch [VIEW] to display the details of the entry.

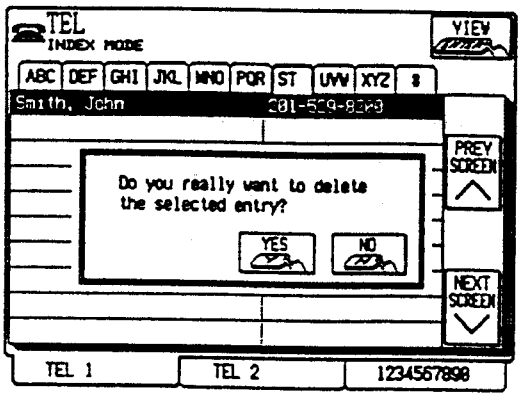
→ For more information about using the **Calendar** application, see p. xx.

## Deleting Entries from the Organizer

Entries on the Organizer can be deleted using either the keyboard or the application menu.

**Deleting single entries**

1. Open the desired application.
2. Select the entry in the Index mode or display it in the View mode.
3. Press [DEL] on the keyboard.
   A warning message appears asking if you are sure you want to delete the entry.



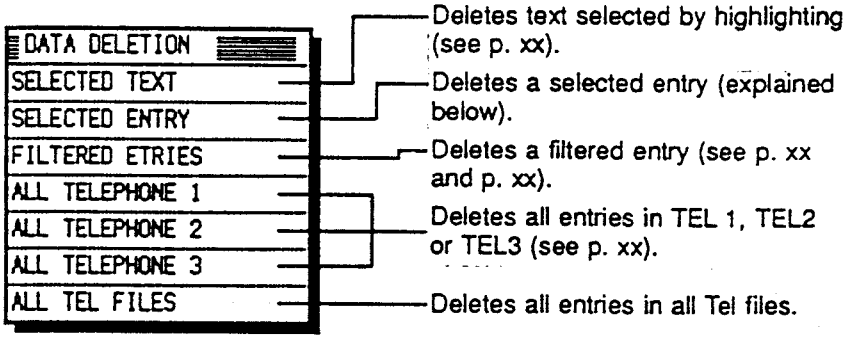

4. Touch [YES] (or [NO] to cancel the deletion).

★ Press [Y] or [N], respectively.

**Deleting entries using the application menu**

You can also make deletions using the application menu. The DATA DELETION submenu—a secondary menu opened from the main application menu—gives you a great deal of flexibility in doing this.

1. Open the desired application.
2. Select the entry in the Index mode or display it in the View mode.
3. Press [MENU▶] to open the **Tel** application menu.
4. Touch DATA DELETION.
   The submenu appears.

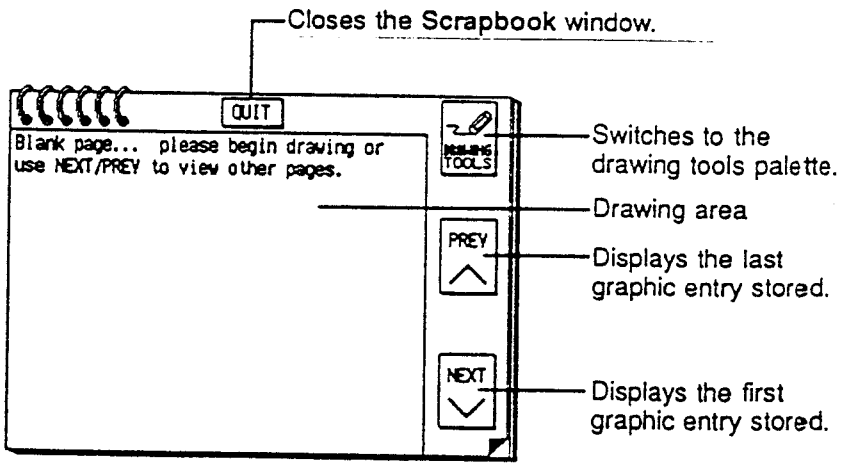

DATA DELETION
SELECTED TEXT
SELECTED ENTRY
FILTERED ETRIES
ALL TELEPHONE 1
ALL TELEPHONE 2
ALL TELEPHONE 3
ALL TEL FILES
Deletes text selected by highlighting (see p. xx).
Deletes a selected entry (explained below).
Deletes a filtered entry (see p. xx and p. xx).
Deletes all entries in TEL 1, TEL2 or TEL3 (see p. xx).
Deletes all entries in all Tel files.

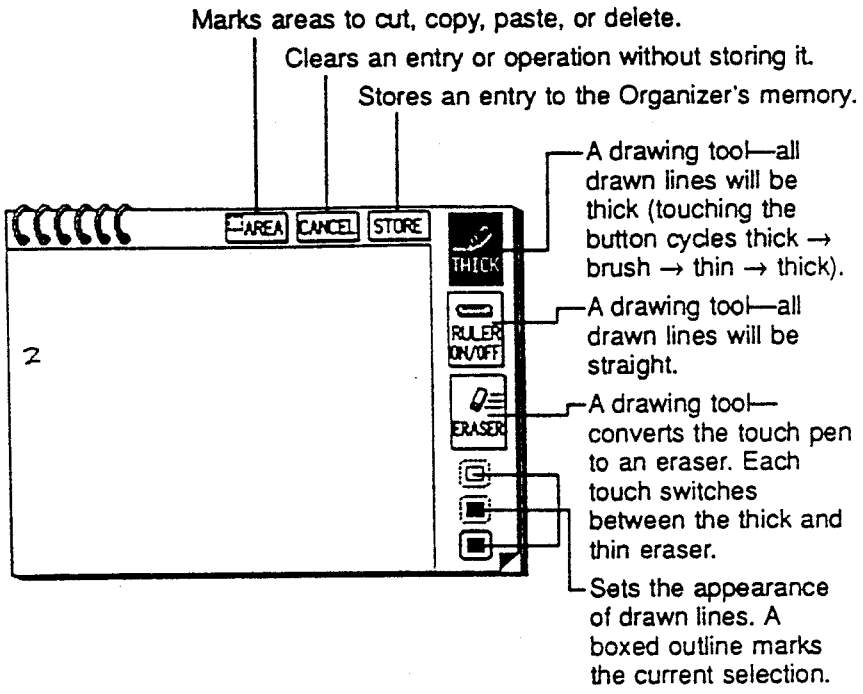
5. Touch SELECTED ENTRY.
   A warning message appears asking if you are sure you want to delete the entry.
6. Touch YES (or NO to cancel the deletion).

★ Press Y or N, respectively.

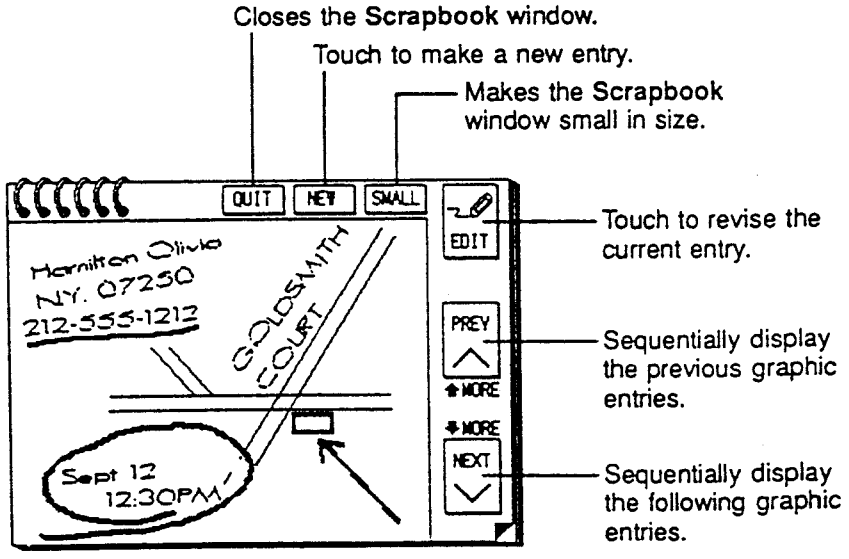
## Drawing Using the Scrapbook

One of the Organizer's most powerful, fun, and innovative features is the **Scrapbook** application. The **Scrapbook** gives you the ability to enter drawings as well as handwritten letters and numbers directly on the display. (It is recommended that you use only the touch pen when drawing or writing on the display.)
The **Scrapbook** application always opens to a "blank page."


Closes the Scrapbook window.
QUIT
Blank page... please begin drawing or use NEXT/PREV to view other pages.
DRAWING TOOLS
PREV
NEXT
Switches to the drawing tools palette.
Drawing area
Displays the last graphic entry stored.
Displays the first graphic entry stored.

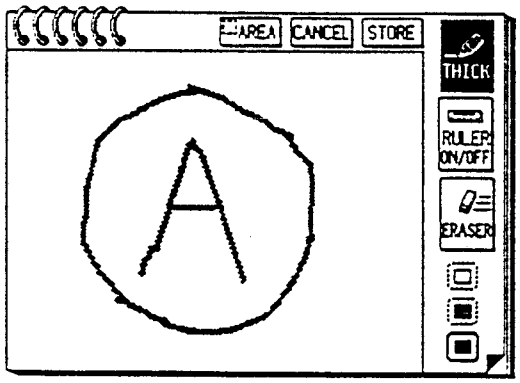

Marks areas to cut, copy, paste, or delete.
Clears an entry or operation without storing it.
Stores an entry to the Organizer's memory.
AREA
CANCEL
STORE
THICK
RULER ON/OFF
ERASER
2
A drawing tool—all drawn lines will be thick (touching the button cycles thick → brush → thin → thick).
A drawing tool—all drawn lines will be straight.
A drawing tool—converts the touch pen to an eraser. Each touch switches between the thick and thin eraser.
Sets the appearance of drawn lines. A boxed outline marks the current selection.

After storing an entry, or touching PREV or NEXT on the blank page, the display changes to the "viewing page." Existing graphic entries are viewed on this page.



**Making new graphic entries**

1. Press [SCRAPBOOK] to open the application window. The "blank page" appears on the display.
2. Start drawing anywhere in the drawing area with the touch pen.
   The drawing tools are displayed.
3. Write the letter A and draw a circle around it.




4. Touch [STORE].

★ Press [ENTER].

The drawing is now stored.

☞ If you make a mistake while drawing, you can clear it any time before it is stored by touching [CANCEL].

**Finding graphic entries**

**Scrapbook** entries are stored in the order that they are created, and it is not possible to name the entries.

1. Press [SCRAPBOOK] to open the application.
2. Touch [PREV] or [NEXT] until the desired entry is displayed.

★ Press [PREV] and [NEXT].

Touch [QUIT] to close the window.

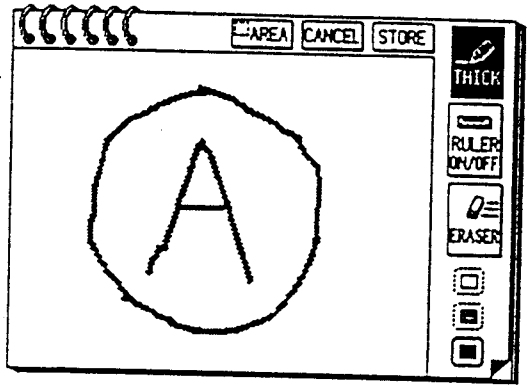
**Revising graphic entries**

Revising a graphic entry is similar to making a new graphic entry–both procedures are carried out using the drawing page.

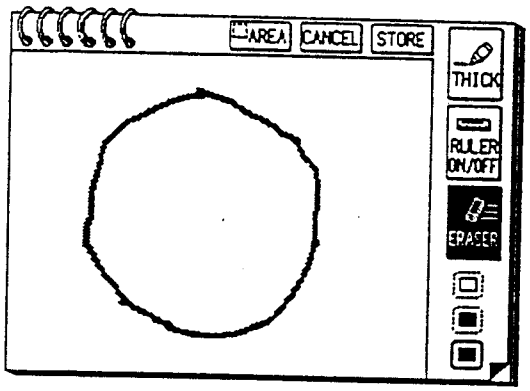
1. Press [SCRAPBOOK].
2. Display the entry in the viewing page.
3. Touch [EDIT].

★ Press [EDIT].

The entry is displayed on the drawing page.

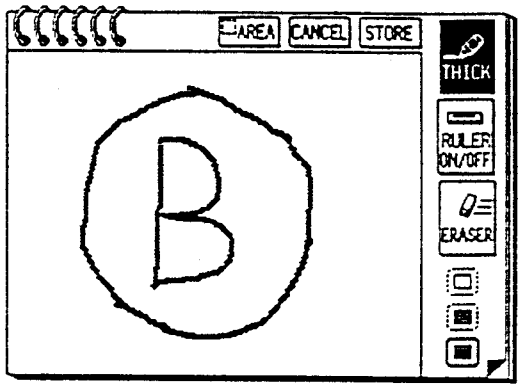



4. Touch [ERASER].
   The touch pen can now be used as an eraser.
5. Trace over the letter A with the touch pen.




6. Touch [THICK] to switch the touch pen back to writing.

7. Draw the letter B.



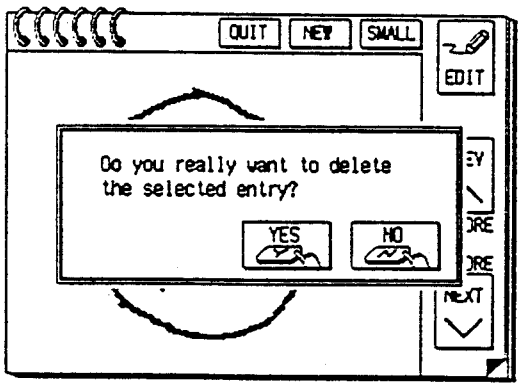

8. Touch [STORE].

★ Press [ENTER].

The changes are now stored.

**Deleting graphic entries**

1. Press [SCRAPBOOK] to call the application.
2. Touch [NEXT] or [PREV] to the drawing you want to delete in the viewing page.
3. Press [DEL].
   A warning message appears asking if you are sure you want to delete the entry.



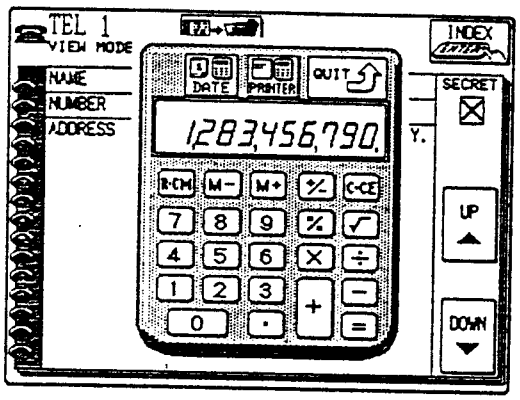

4. Touch [YES] (or [NO] to cancel the deletion).

★ Press [Y] or [N], respectively.

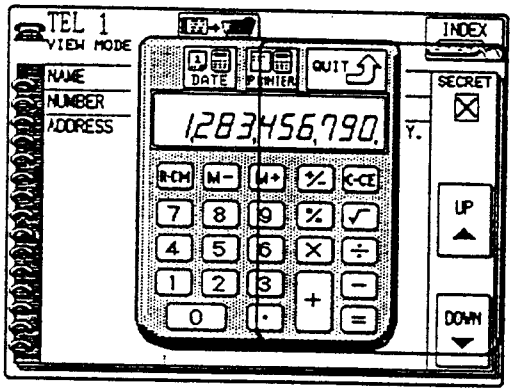
# Moving an Application Window

The **Scrapbook** and **Calc** application windows can be moved to any place on the display that you find easy to work with.

1. Touch the upper left-hand corner of the window with the touch pen.




2. Without taking the touch pen off the display, drag the window to the location where you want it on the display.




3. Take the touch pen off the display.

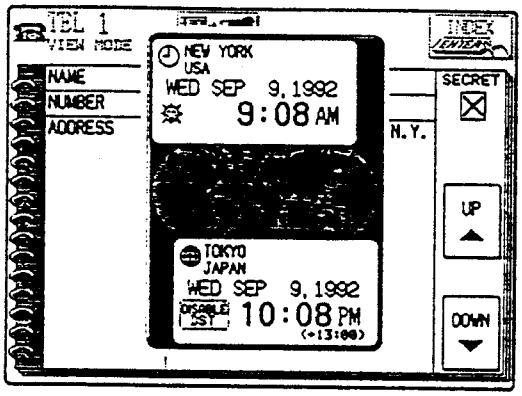
   The window will stay in the new location until you reposition it.

☞ The **Scrapbook** window can be moved only when it is

open on the small viewing page. Before moving the **Scrapbook** window, touch [SMALL] on the viewing page.

## Checking the Time and Date

1. To check the current date and time, press and hold [CLOCK].




2. Release the key to close the **Clock** window.

→ For a full explanation of the **Clock** application, see page xx.

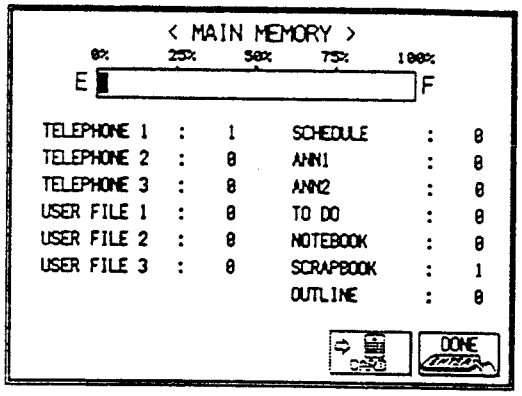
## Checking the Organizer's Memory

The Organizer has a certain memory capacity in which operations are carried out and data that has been entered, such as phone numbers and memos, is stored. When the amount of stored data reaches the Organizer's maximum memory capacity, it will be necessary to free up memory space by deleting previous entries.

The **Check Memory** function makes it possible to easily check the amount of free memory available in the

Organizer, as well as in a RAM card (if one is installed), avoiding the inconvenience of seeing an out-of-memory user message.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Touch CHECK MEMORY.



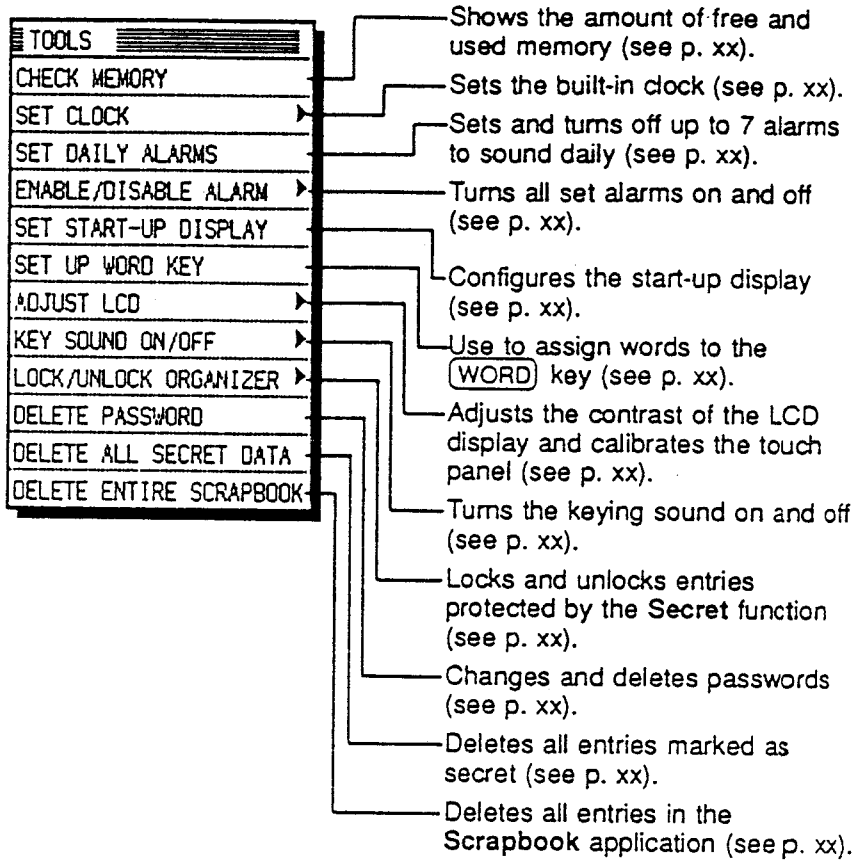

The amount of available and used memory is shown in percent on a bar graph. The number of entries stored in memory for each application is also shown. (If a RAM card were installed, you can press [CARD] to check the memory available on it.)

3. Touch [DONE].

## The Tools Menu—the Organizer's Basic Utilities

Many of the Organizer's basic utilities are accessed through the **TOOLS** menu. The menu is also used to set up and configure certain features such as the display and the [WORD] key. An illustration and summary of the **TOOLS** menu (including page references where full explanations can be found) are provided below.

## The Tools menu


TOOLS
CHECK MEMORY
SET CLOCK
SET DAILY ALARMS
ENABLE/DISABLE ALARM
SET START-UP DISPLAY
SET UP WORD KEY
ADJUST LCD
KEY SOUND ON/OFF
LOCK/UNLOCK ORGANIZER
DELETE PASSWORD
DELETE ALL SECRET DATA
DELETE ENTIRE SCRAPBOOK
Shows the amount of free and used memory (see p. xx).
Sets the built-in clock (see p. xx).
Sets and turns off up to 7 alarms to sound daily (see p. xx).
Turns all set alarms on and off (see p. xx).
Configures the start-up display (see p. xx).
Use to assign words to the WORD key (see p. xx).
Adjusts the contrast of the LCD display and calibrates the touch panel (see p. xx).
Turns the keying sound on and off (see p. xx).
Locks and unlocks entries protected by the Secret function (see p. xx).
Changes and deletes passwords (see p. xx).
Deletes all entries marked as secret (see p. xx).
Deletes all entries in the Scrapbook application (see p. xx).

# 3 Time Management



The Organizer's **Calendar**, **Schedule**, **To Do**, and **Anniversary** applications let you easily structure and manage your time, whether scheduling appointments or providing reminders about important people and events. The explanations and examples in this chapter will give you the information you need to make all of the time management features of these applications work for you on a daily basis.

# The Calendar Application

The **Calendar** serves as the Organizer's "central exchange." It's a calendar that you can reference at any time for the correct date, and it's also a management assistant, indicating important dates so that you can better manage your time and appointments. The application plays three major roles on the Organizer:

- It is a, reliable calendar that can show you any month from January 1901 to December 2099.
- It indicates entries made in other applications, including **Ann**, **Schedule**, and **To Do**.
- In the Daily view, it serves as a way of accessing entries made in the **Ann**, **Schedule**, and **To Do** applications.

**Selecting a calendar view**

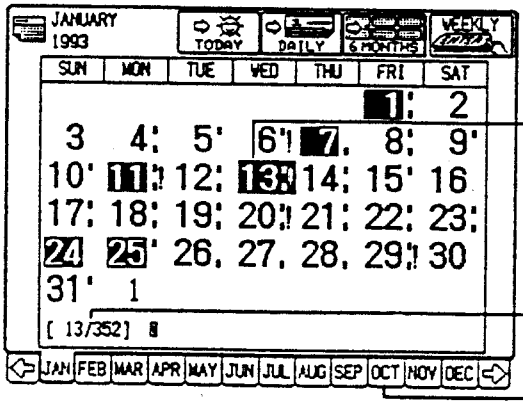
The **Calendar** application is used to display and indirectly access information. You cannot make entries in the **Calendar**, so it does not have Index, View, and Edit modes. What the application does offer you is five views: Daily, Weekly, Weekly Graph, Monthly, and a Six-month view. Monthly is the default view and it appears each time the application is selected (except when selected from the **To Do** application).
The views are linked, which means that you can switch from one to another and the selected date will not change.
To change the view, simply touch the appropriate button.

★ You can also use the menu to select a **Calendar** view directly.
- Press [MENU►] and select SELECT VIEW.
- Select the desired view in the submenu.

→ You can change the **Calendar** application's initial display. See p. xx.

**The Monthly view**

The Monthly view is the **Calendar** application's default view. Press [CALENDAR] to call the application.


JANUARY
1993
TODAY
DAILY
6 MONTHS
WEEKLY
SUN MON TUE WED THU FRI SAT
[ 13/352]
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
Currently selected date flashes.
The number of days in the year that have passed, the number remaining, and in which week the day falls.
Monthly tabs

- There is an **Ann** entry on the highlighted day (see p. xx).
- ! indicates that the day is a due date for a **To Do** entry (see p. xx).
- An upper dot indicates a **Schedule** entry in the morning, and a lower dot indicates one in the afternoon or evening (see p. xx).

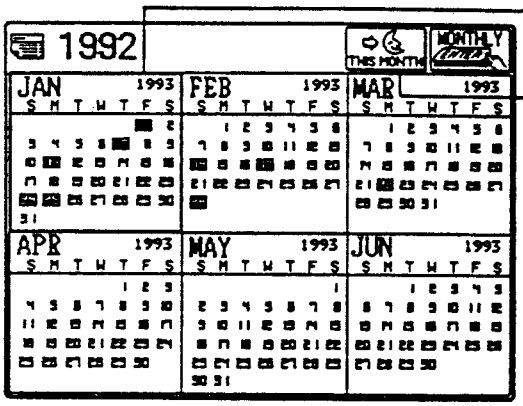
To display another month, touch the monthly tab for the desired month. Touching [⇨] or [⇦] displays this month in the following or previous year, respectively.

★ You can also step through the months sequentially using [PREV] and [NEXT].

Three views can be selected from the Monthly view. Each of these can present the same information but in a different way.
Touch [TODAY] to display and select today's date.
If you want to see entries for any day in the current month, touch that day, then touch [DAILY].
To get an overview of a six-month period, touch [6 MONTHS].
To check your schedule over a one-week period, select a date by touching it or using the cursor keys, then touch [WEEKLY].
More detailed explanations about each individual view are provided below.

### 6-month view

The 6-month view gives you a long-term overview of a half year, showing only Ann entries.
You can open the 6-month view by touching [6 MONTHS] at the Monthly view. From any other Calendar views, you must use the application menu (see p. xx).

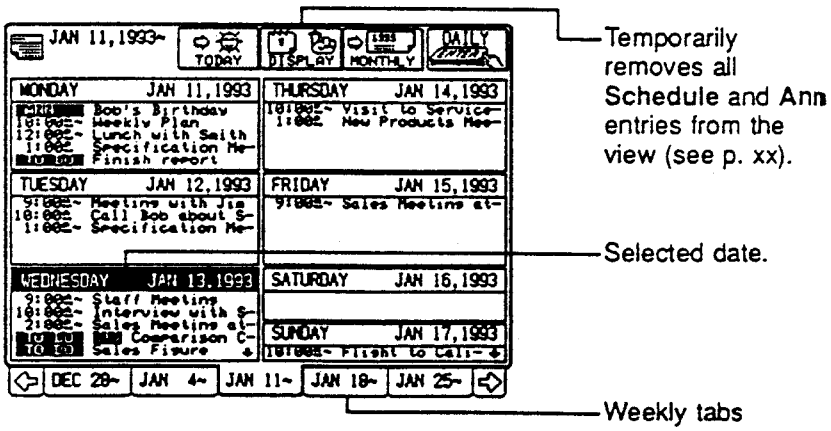



Press [PREV] or [NEXT] to see the previous or next set of 6 months.
To see the detailed schedule for a month, including **Schedule** and **To Do** entries, touch the desired month to select it or move the cursor to it, then touch [MONTHLY].

★ You can also display a single month by touching the month twice.

### The Weekly view

The Weekly view shows the schedule over a one-week period. To open the Weekly view, select a date in the Daily or Monthly view and touch [WEEKLY].



To display another week, touch the weekly tab for the desired week. Touching [⇨] or [⇦] displays the current week in the next or previous, respectively.

★ You can also step through the weeks sequentially using [PREV] and [NEXT].

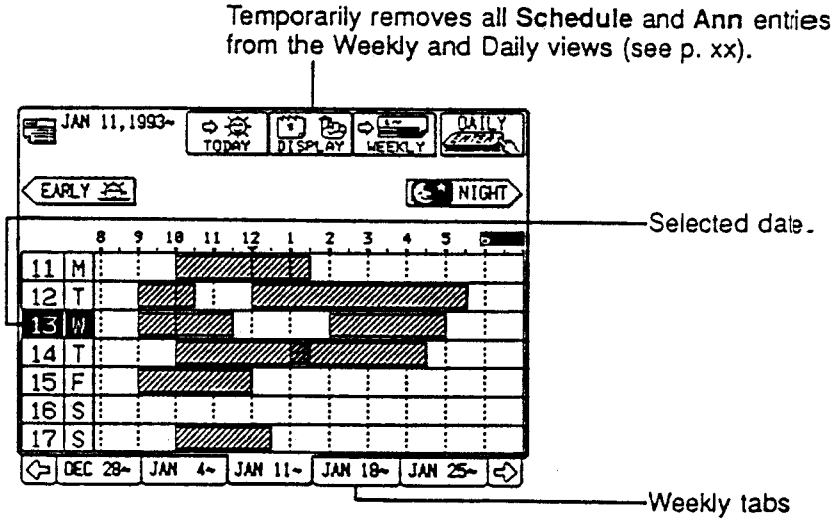
Touch [TODAY] to display and select today's date.
Touch [MONTHLY] to go to the Monthly view.

To view entries for a day in the current view, touch the date or move the cursor to the day you want to view, then touch [DAILY].

★ Touch the date twice.

**The Weekly Graph view**

The Weekly Graph view shows **Schedule** entries over a one-week period, helping you avoid conflicting appointments and letting you ascertain your free time at a glance. The view must be selected from the application menu (see p. xx).




- Schedule entries are shown in fifteen-minute blocks (see p. xx).
- Shaded portions indicate times of the day when you have appointments or other commitments. Portions that

are darkly shaded indicate that you have more than one appointment during that period.

Touch [EARLY] to display the morning bar graph and [NIGHT] to display the evening bar graph, then touch [DAY] to return to the daytime display.
To display another week, touch the tab for the desired week. Touching [⇨] or [⇦] displays the next or previous five-week period, respectively.

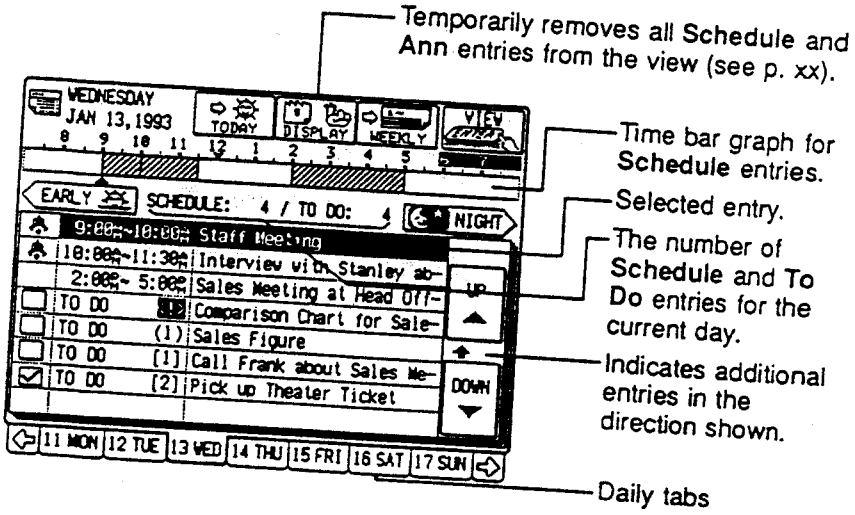
Touch [TODAY] to display and select today's date.
Touch [WEEKLY] to view the description of the entries.

To view all entries for a day in the current view, touch a date or move the cursor to the day you want to view, then touch [DAILY].

★ You can also view a single day in full by touching the day twice.

## The Daily view

The Daily view is convenient for viewing all entries for a single day. It can be accessed from the Monthly or Weekly view by selecting a day and touching [DAILY].



Touch an entry to select it, or use [UP] and [DOWN] and the cursor keys to step through entries.
Touch [TODAY] to display the schedule for today's date.
To see a full entry, select the entry and touch [VIEW], which will recall the entry in the View mode of the application that was used to create it.

★ Touch the entry twice.

To display another day, touch the daily tab for the desired date. Touching [⇨] or [⇦] moves to the current day in the following or the previous week, respectively.

★ You can also step through days one by one using [NEXT] and [PREV].

Shaded portions on the bar graph indicate times of the day when you have appointments or other commitments. Portions that are darkly shaded indicate that you have more than one appointment during that period.

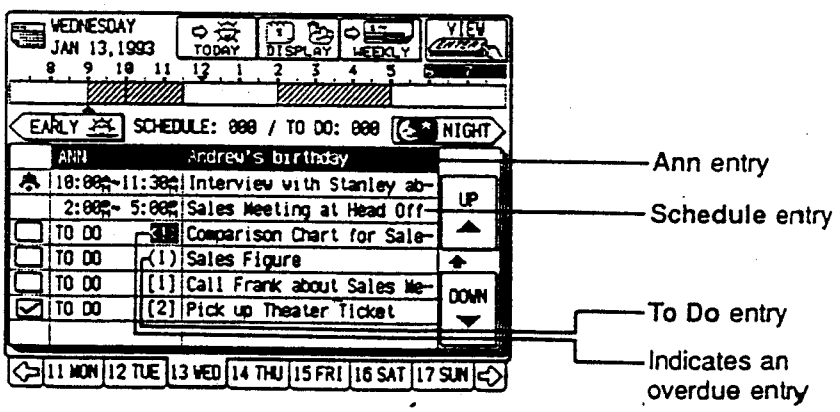
Touch [EARLY] to display the morning bar graph and [NIGHT] to display the evening bar graph, then touch [DAY] to return to the daytime display.

## Finding entries using the Calendar views

Entries in the **Schedule**, **To Do**, and **Anniversary** applications can be recalled from the **Calendar's** Daily view.

In the **Calendar** application,

1. Go to the Daily view.



2. Select the entry you want to see in full.
3. Touch [VIEW].

   The selected entry is displayed in detail in the View mode.

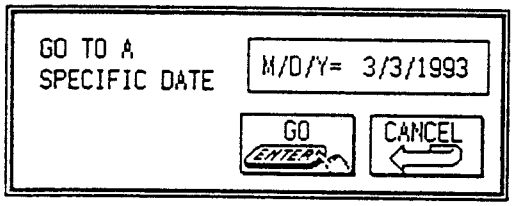
★ You can also touch the entry twice in the Daily view to go directly to the application's View mode.

☞
- An overdue entry in the **To Do** application (an entry for which the due date has passed) will always be shown on the display for the current day in **Calendar** views.
- Monthly goals in the **To Do** application can only be accessed via the Monthly view.

**Selecting a date**

From any view, you can scroll to the previous or next time period (whether the next month, week, or day) by pressing [PREV] or [NEXT], then touch a particular date, or move the cursor to it, to select it for display in another **Calendar** view. However, another convenient way of selecting a date that is not on the display is using GO TO A SPECIFIC DATE in the **Calendar** application menu.

1. Press [MENU►] in any **Calendar** view and select GO TO A SPECIFIC DATE.

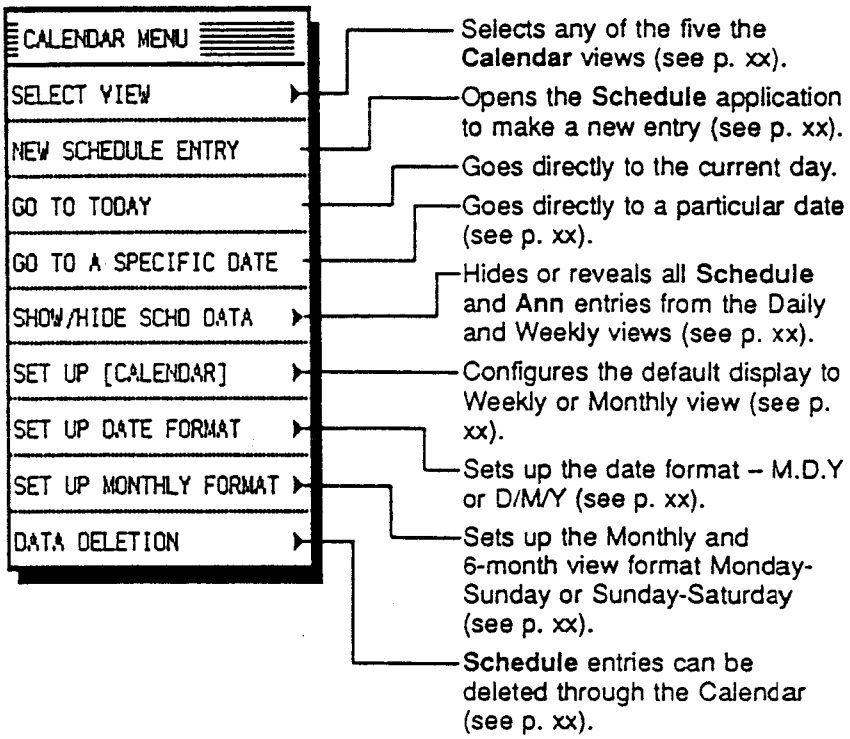



2. Enter the date you want to select in the order of month, day, and year. Prefix single-digit months and days with a 0.
3. Touch [GO].

   The selected date will appear in the current **Calendar** view.

→ You can calculated and find out a date based on the time period using the **Calc** application. See p. xx.

**The Calendar application menu**


CALENDAR MENU
SELECT VIEW
NEW SCHEDULE ENTRY
GO TO TODAY
GO TO A SPECIFIC DATE
SHOW/HIDE SCHD DATA
SET UP [CALENDAR]
SET UP DATE FORMAT
SET UP MONTHLY FORMAT
DATA DELETION
Selects any of the five the Calendar views (see p. xx).
Opens the Schedule application to make a new entry (see p. xx).
Goes directly to the current day.
Goes directly to a particular date (see p. xx).
Hides or reveals all Schedule and Ann entries from the Daily and Weekly views (see p. xx).
Configures the default display to Weekly or Monthly view (see p. xx).
Sets up the date format – M.D.Y or D/M/Y (see p. xx).
Sets up the Monthly and 6-month view format Monday-Sunday or Sunday-Saturday (see p. xx).
Schedule entries can be deleted through the Calendar (see p. xx).

# The Schedule Application

The **Schedule** application allows you to enter appointments, times and dates for meetings, parties and events, and set an alarm to sound prior to or at the time of a scheduled entry. This makes it easy to organize your entire day and always arrive at appointments on time. **Schedule** entries are indicated on the **Calendar**'s Monthly view with a small black dot next to the date of an entry, providing an overview of your schedule.

**Making new entries**

A **Schedule** entry has three fields—for the date, time, and a description of the event.

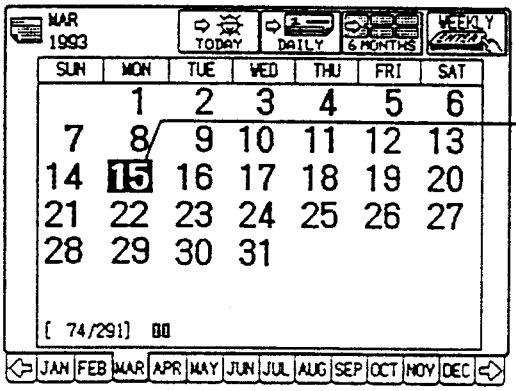
There are three basic steps to making a new entry in the **Schedule** application: selecting the date, entering the starting and ending time, and entering a description for the entry. (Entering a starting and ending time is optional,

but you must enter a description.) The date for a new **Schedule** entry can easily be selected in the **Calendar** application.

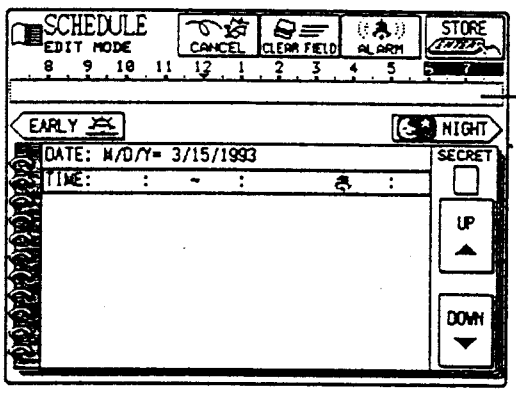
Enter the following information:

| | |
|---|---|
| Date | *March 15, 1993* |
| Time | *8:30 p.m. – 12:00 a.m.* |
| Description | *Ides of March Costume Ball* |

1. Press (CALENDAR).
2. Display and select the desired date.

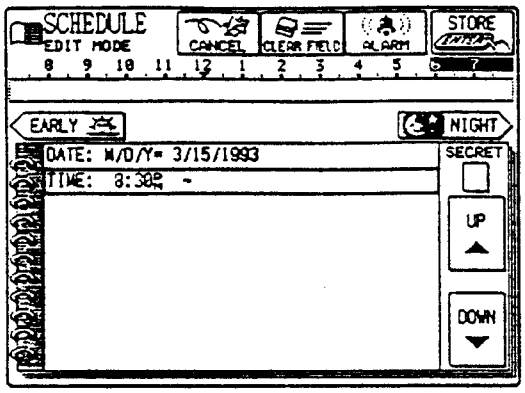

MAR
1993
TODAY
DAILY
6 MONTHS
WEEKLY
SUN MON TUE WED THU FRI SAT
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
[ 74/291]
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
Flashing

3. Press (NEW ENTRY).
The Edit mode opens in the **Schedule** application.




4. Enter the party's starting time from the keyboard. Type *08 30* and press (PM).

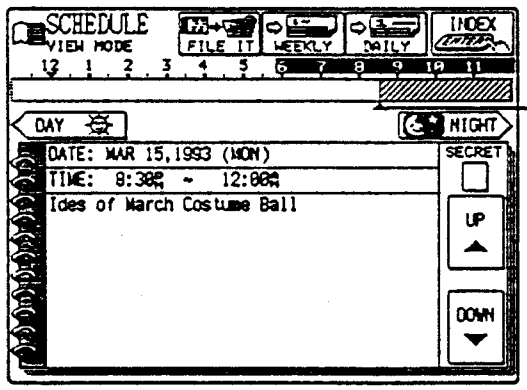
★ You can also enter the starting time using the bar graph. Touch [NIGHT] to display the evening bar graph and then touch beneath 8:30 with the touch pen.




5. Enter the ending time. Type *12 00* and press [AM].

★ You can also enter the ending time using the bar graph. Touch the end of the bar graph.

6. Move to the DESCRIPTION field.
7. Type *Ides of March Costume Ball.*
8. Touch [STORE].
   The new entry is now stored.



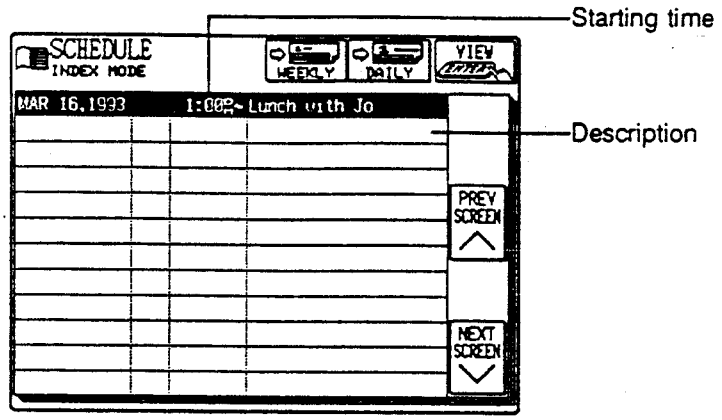

→ You can also select a date for the new entry using the application menu. See p. xx.

## Finding entries

### Using the Index mode

In the **Schedule** application,

1. Go to the Index mode.




   The entries you have made are listed in chronological order. If you don't see the entry you want to view, touch [PREV SCREEN] or [NEXT SCREEN] to scroll through the entries until you find it.

2. Select an entry.

3. Touch [VIEW].
   The full entry is shown in the View mode.

★ In step 2, touching an entry twice will also display it directly to the View mode.

☞ In the View mode, press [NEXT] and [PREV] to display entries sequentially. This will also display the days that have no entries (as blank pages)

→ In step 1 above, you can also display entries by specifying the date. See p. xx.

### Using the Calendar view

You can access the **Schedule** entries from the Daily view of the **Calendar** application by touching the desired entry twice. (See p. xx for details.)

### Search for specific words

Even though you cannot remember the date of an event or appointment, if you know the contents and/or a word that appears in the DESCRIPTION field of the entry, you can access the entry in the following manner.

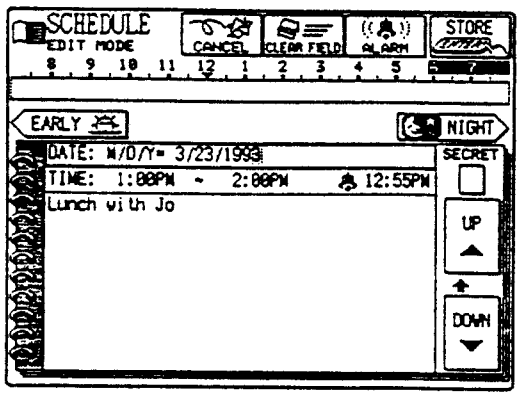
1. Press [SEARCH].
   The SEARCH window appears.
2. Type in any word that should appear in the DESCRIPTION field of the entry you are looking for.
3. Touch [SEARCH].
   If you still do not see the desired entry, touch [NEXT] to display the following matching entries.
4. Touch [DONE] when you find the entry you desire.

☞ The Search function does not distinguish between upper- and lower-case letters.

**Moving appointments and editing entries**

You can esily keep track of schedule changes, including the date and time, by editing entries, without reentering all the information from the beginning.
If the time and/or date of a **Schedule** entry is changed, the entry is automatically resorted.
In the **Schedule** application,

1. Select the entry you want to change in the Index mode or recall it to the View mode.
2. Press [EDIT].
3. Move to the field you want to change.
4. Make the desired changes.




5. Touch [STORE].
   The new, edited entry is now stored.

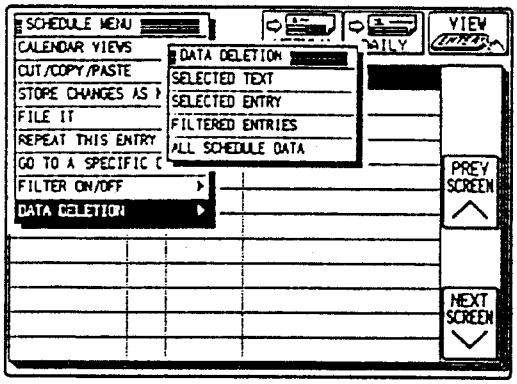
**Deleting entries**

You can delete single entries or groups of entries.

→ For a full explanation of deleting filtered entries, see p. xx.

### Deleting single entries

1. In the **Schedule** application, select the entry you want to delete in the Index mode or recall it to the View mode.
   Or in the **Calendar** application, select the entry you want to delete in the Daily view.
2. Press [MENU►].
3. Select DATA DELETION.
   A submenu opens.



4. Select SELECTED ENTRY.
   A warning message will appear asking if you are sure you want to delete the entry.

5. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete an entry by pressing [DEL] after selecting or recalling it.

### Deleting all entries

All **Schedule** entries can be deleted at one time using the application menu.

In the **Schedule** application,

1. Press [MENU►] in the Index or View mode.
2. Select DATA DELETION.
   A submenu appears.
3. Select ALL SCHEDULE DATA.
   A warning message will appear asking if you are sure you want to delete the entry.
4. Touch [YES] (or [NO] to cancel the deletion).

### Deletion of entries over a specific period

You can delete all **Schedule** entries for the period of a month, a week, or a single day through the **Calendar** application.

1. Press [CALENDAR] and select the date which falls in the period you want to delete all **Schedule** entries in.
2. Press [MENU►] and select DATA DELETION.
   A submenu appears.
3. Select the desired period for deletion.
   A warning message appears asking if you are sure you want to delete all the entries for the selected period.
4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete **Schedule** entries for the selected date in any **Calendar** view with [DEL].

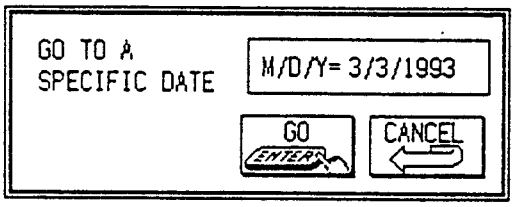
☞
- Deletion of entries over a specific period cannot be done if the Organizer is locked (see p. xx).
- To delete all **Schedule** entries over a specific period, you must be in a **Calendar** view which include the entire period you want to delete. For example, you cannot delete entries for an entire week while in the Daily view.

**Selecting a specific date**

If you want to jump to a specific date to recall entries or make a new entry, it can be selected easily using the application menu.

In the **Schedule** application,

1. In the View mode, press [MENU►] and select GO TO A SPECIFIC DATE.
   A date entry box appears.




2. Enter the date you want to go to. Type *03 15*.
3. Touch [GO].
   The first entry on that day is selected in the Index mode, or recalled in the view mode.
   If you would like to make a new entry, press [NEW ENTRY], or if you would like to view other entries on that date, press [NEXT] or [PREV].

**Making entries for recurring and extended events**

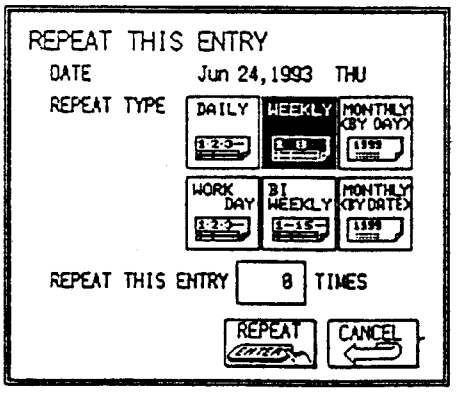
Using the **Schedule** application's Repeat function, you can copy entries to other days or dates without having to type in each one individually. This is convenient for those appointments, meetings, and other events that are held regularly. The Repeat function can also be used to enter

an event that spans a period of a few days or a few weeks, such as a business trip or vacation. Six different types of repeating events include:

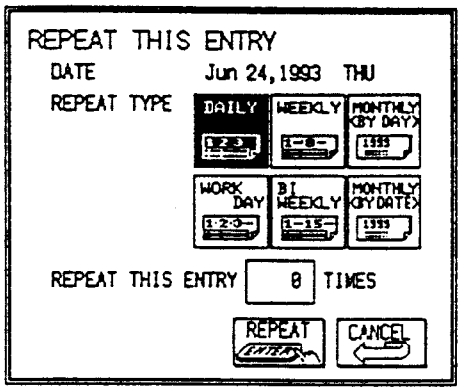
| | |
|---|---|
| • Daily | Repeats a day—for events that span consecutive days. |
| • Weekly | Repeats the same day each week—for regular weekly events. |
| • Monthly by day | Repeats the same day of each month (for example, the first Tuesday)—for regular monthly events on a specific day. |
| • Monthly by date | Repeats the same date each month (for example, the 10th)—for regular monthly events on a specific date. |
| • Bi-weekly | Repeats a day every other week. |
| • Work day | The same as Daily repeat, but excludes weekends. |

You have a five-day vacation beginning on June 24th.

1. Select the date that the entry will occur for the first time in the **Schedule** or in the **Calendar** application.
2. Press NEW ENTRY.
3. Move to the DESCRIPTION field.
4. Enter the description. Type *Vacation.*
5. Touch STORE.
6. Press MENU► and select REPEAT THIS ENTRY.



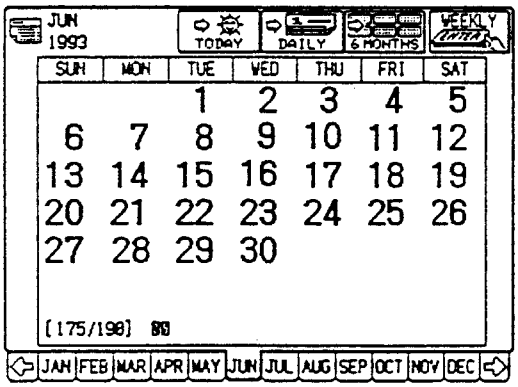
7. Touch [DAILY].




8. Enter the number of additional days on which the event will repeat. An entry can be repeated up to 999 times. In this case, type *4*.

9. Touch [REPEAT].
Your five-day vacation is now stored.

You can confirm that your vacation has been entered by looking at the month of June in the **Calendar** application.


JUN
1993
TODAY
DAILY
6 MONTHS
WEEKLY
SUN MON TUE WED THU FRI SAT
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30
[175/198]
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

☞
- To repeat an entry that has already been stored, select it in the Index mode or recall it to the View mode, then proceed from step 7 above.
- Events like "the second and fourth Thursday of each month" can be generated by making two different schedule entries and repeating each one.

## Setting a Schedule alarm

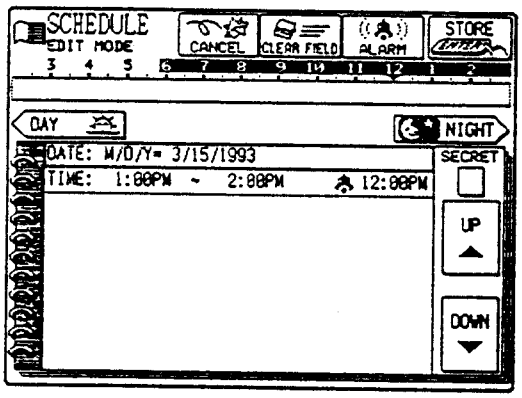
A Schedule alarm can be set to remind you of scheduled events such as appointments and meetings. Set alarms will sound even if the Organizer is turned off. After setting the alarm for a scheduled event, 🔔 will appear next to the event in the Index mode and in the **Calendar**'s Daily view.

Enter the following information with an alarm set for one hour in advance:

| | |
|---|---|
| Date | *March 16, 1993* |
| Time | *1:00–2:00 pm* |
| Description | *Lunch with Jo* |

1. In the Calendar or Schedule application, select the date and press [NEW ENTRY].
2. Enter the starting time and ending time, each followed by [PM].
   The cursor moves to the alarm time field.
3. Enter the desired alarm. Type *12 00* [PM].
4. Touch [ALARM].

★ Press [2nd] [ALARM].
🔔 appears.




5. Move to the DESCRIPTION field and type *Lunch with Jo.*
6. Touch [STORE].

🔔 appears at the right of the display indicating any set

alarms will sound when their respective times are reached.

★ • If you want to set the alarm at the starting time, skip step 3 above.
• To set an alarm for an entry that has already been stored, recall the entry to the View mode and press [2nd] [ALARM]. This will set the alarm at the entry's starting time. If you want set a different alarm time, you must open it in the Edit mode.

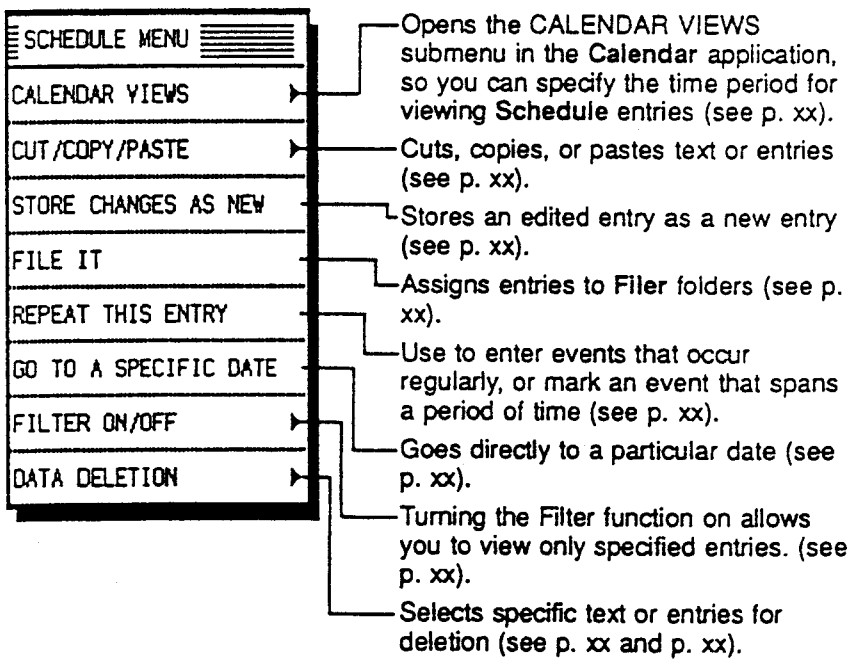
→ You can also set alarms separately from **Schedule** entries. See p. xx.

### Clearing a set alarm

To clear an alarm that has been set for an entry, display the entry in the View mode and press [2nd] [ALARM], or touch [ALARM] when the entry is displayed in the Edit mode.

→ You can disable all set alarms at once. See p. xx.

### The Schedule application menu


SCHEDULE MENU
CALENDAR VIEWS
CUT/COPY/PASTE
STORE CHANGES AS NEW
FILE IT
REPEAT THIS ENTRY
GO TO A SPECIFIC DATE
FILTER ON/OFF
DATA DELETION
Opens the CALENDAR VIEWS submenu in the Calendar application, so you can specify the time period for viewing Schedule entries (see p. xx).
Cuts, copies, or pastes text or entries (see p. xx).
Stores an edited entry as a new entry (see p. xx).
Assigns entries to Filer folders (see p. xx).
Use to enter events that occur regularly, or mark an event that spans a period of time (see p. xx).
Goes directly to a particular date (see p. xx).
Turning the Filter function on allows you to view only specified entries. (see p. xx).
Selects specific text or entries for deletion (see p. xx and p. xx).

# The To Do Application

The **To Do** application is a valuable organizational tool to help meet deadlines and to add structure and efficiency to your work or goals that you set for yourself. This application allows you to organize and track tasks and objectives, to assign them a level of priority, and to assign up to five categories to each entry, making it possible to access them in a variety of ways. To help you in this effort, entries are automatically categorized by the Organizer as TO BE DONE, DONE ENTRIES, or MONTHLY GOAL.

## Making new entries

Entries in the **To Do** application contain eight fields: Description, Due Date, Priority, and five fields for categories. These categories, which you can define and assign, can be used to manage tasks by project, the personnel involved in them, etc.

The way in which **To Do** entries are displayed in the **Calendar** views will differ depending on the contents of the Due Date field, as follows:

- Entries with no due date are always shown on the display for the today's date in the **Calendar** views.
- Entries with a full due date (month, day, and year) are shown only on the date specified in **Calendar** views.
- Entries for which only a month and year (no day) have been entered appear in the **Calendar's** monthly view in the monthly goals box.

This system provides the flexibility for an entry to be displayed according to the type of task. For example, you could enter a task which is not urgent, leaving the DUE DATE field blank, and it would be displayed in the current day; or for a long-term project, enter the month in the DUE DATE field without a specific date and it will be shown only in the Monthly view.

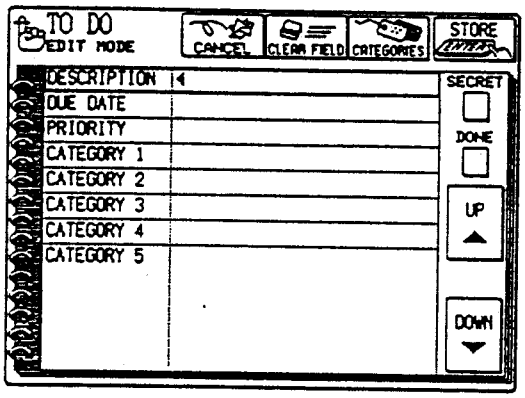
### Assigning priority to entries

In the PRIORITY field you can enter a number (0-9) or letter (A-Z), excluding special or accented characters, which then act to indicate the importance of a task or project. (Numbers are given priority over letters.)

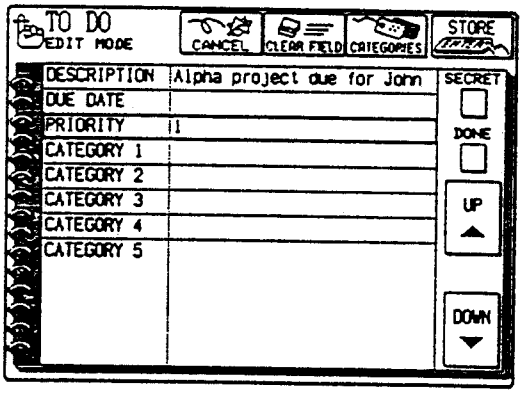
Enter the following information:

| | |
|---|---|
| Description | *Prepare Alpha project proposal* |
| Priority | *1* |

1. Press (TO DO).
2. Press (NEW ENTRY).
   The Edit mode opens.




3. Enter the description of the entry. Type *Prepare Alpha project* (↵) *proposal for John.*
4. Skip the DUE DATE field and move to the PRIORITY field.
5. Type *1.*



6. Touch [STORE].
   The entry is now stored.

   Enter the following information:

   | | |
   |---|---|
   | Description | *Sales report* |
   | Due Date | *Mar 10, 1993* |

   In the **To Do** application,

1. Press [NEW ENTRY].
2. Type *Sales report.*
3. Move to the DUE DATE field. Enter the due date in the order of month, day, year. Type *03 10 1993.*
4. Touch [STORE].

### Entering a monthly goal

If you enter only the month and year in an entry's DUE DATE field (with no specific date), the entry becomes a "monthly goal," and will be displayed in the Monthly view of the **Calendar.**

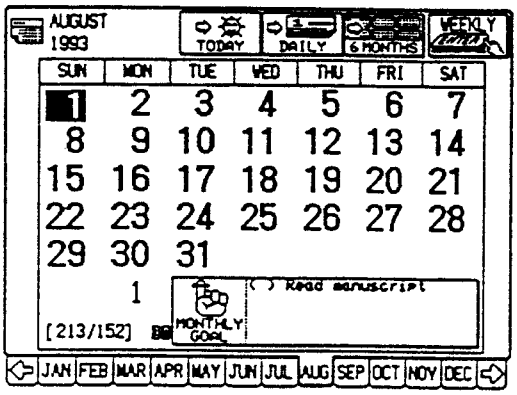
You have a manuscript you have to read by the end of August.

In the **To Do** application,

1. Press [NEW ENTRY].
2. Enter a description. Type *Read manuscript.*
3. Move to the DUE DATE field.
4. Enter the month you want to accomplish this. Type *08.*
5. Press [►] twice (skipping the date) and enter the year. Type *1993.*
6. Touch [STORE].
   The entry is now stored.

   Now check that the entry you made is displayed on the **Calendar.**

7. Press [CALENDAR].



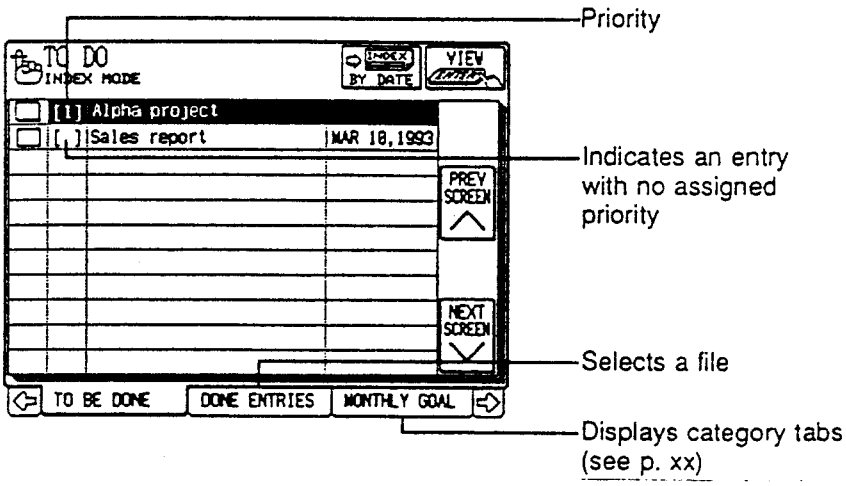

Touch MONTHLY GOAL to access the Index mode for monthly goal entries.

## Finding and reviewing entries

### Using the Index mode

In the To Doapplication,

1. Go to the Index mode.




The Index mode in the **To Do** application can show entries based either on their priority level or their due date. In the default setting, entries with an assigned priority are displayed first (in the order of number, letter), followed by entries with no assigned priority. Touch BY DATE in the Index mode to display entries in chronological order based on the due date. To return to a display based on priority, touch PRIORITY. This gives

you the choice of accessing entries in a way that is most convenient for you.

1. Touch the index tab for the file you want to check.
2. If you want to see the details of an entry, select the entry and touch [VIEW].

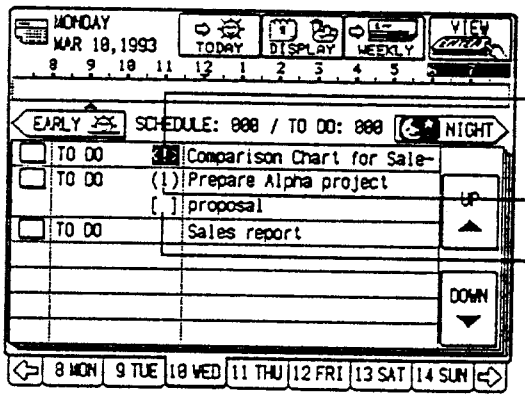
★ Touch the entry twice.

The entry is displayed in the View mode.

**Using the Calendar views**

In the Daily and Weekly views of the **Calendar** application, you can get a clear overview of the **To Do** entries by temporarily eliminating all **Ann** and **Schedule** entries from the current view.

1. Press [CALENDAR].
2. Go to the Daily view.




3. Touch [DISPLAY].

★ Press [MENU►] and select SHOW/HIDE SCHD DATA, then select HIDE SCHEDULE DATA from the submenu.

All **Ann** and **Schedule** entries are hidden from view.

4. If you want see the details of an entry, select the entry and touch [VIEW].

★ Touch the entry twice.

The entry is displayed in the **To Do**'s View mode.

☞ An overdue entry (an entry for which the due date has passed) will always be shown on the display for the current day in the **Calendar** views.

**Search for specific words**

Using the contents of the fields, including the DUE DATE and PRIORITY fields, you can directly access the desired entries.

In the **To Do** application,

1. Press [SEARCH].
   The SEARCH window appears.
2. Type in any word you remember in the entry you are looking for. This word may appear in any field of the entry.
3. Touch [SEARCH].
   If you still do not see the desired entry, touch [NEXT] to display the following matching entries.
4. Touch [DONE] when you find the entry you desire.

☞ The Search function does not distinguish between upper- and lower-case letters.

**Editing entries**

In the **To Do** application,

1. Select the entry you want to change in the Index mode or display it in the View mode.
2. Press [EDIT].
   The Edit mode opens with the selected entry.
3. Make the desired changes.
4. Touch [STORE].
   The new, edited entry is now stored, and resorted based on the new data.

**Checking off completed entries**

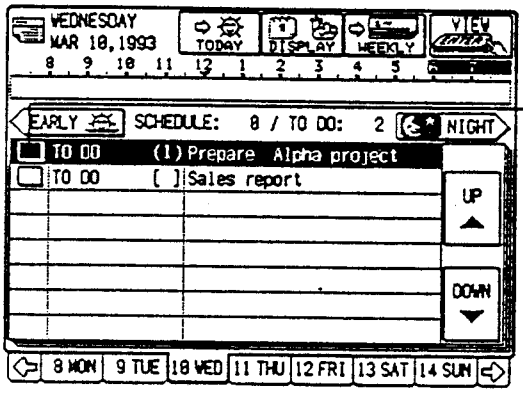
Once you have reached a target or goal you set for yourself, it is a good idea to check off the entry as completed so that you can always focus on things to be done. This operation can be done either using the

**Calendar**, which makes it easy to check completed entries when you check your schedule for the day, or in the **To Do** application, which lets you check off a Monthly goal entry or a task that you have completed before the due date for it arrived.

### Checking off entries using the Calendar

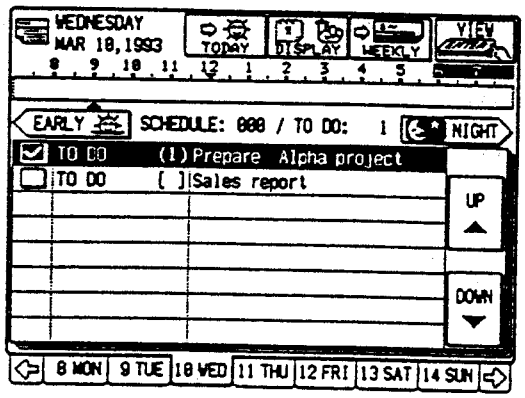
Mark it as done.

1. Press [CALENDAR] to open the application.
2. Go to the Daily view.
3. Display the date you want to check, or touch [TODAY] if you want to check the today's schedule.
   If the entry you want to check off is not displayed, touch [DOWN] until it appears.




4. Touch the check box next to the entry you have completed.

★ Select the completed entry and press [√] on the bottom row of the keyboard.




The box is marked with √. The **To Do** entry is now marked as completed, and its due date is marked as having been completed today. The entry is now resorted into the DONE ENTRIES file.

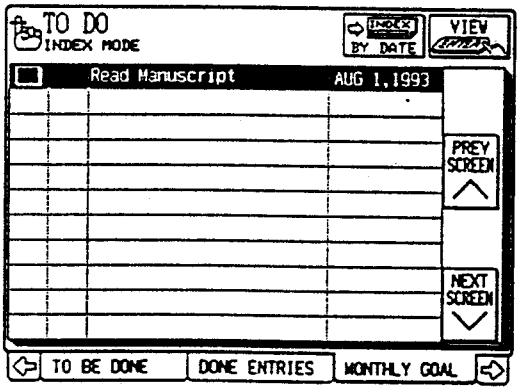
☞ If you mistakenly check off an entry as completed, you can uncheck the entry by touching the check box or pressing [√] again. However, if you do this, the entry will be stored without a due date.

### Checking off entries in the To Do application

In the **TO DO** application,

1. Select the entry in the Index mode or display it in the View mode.

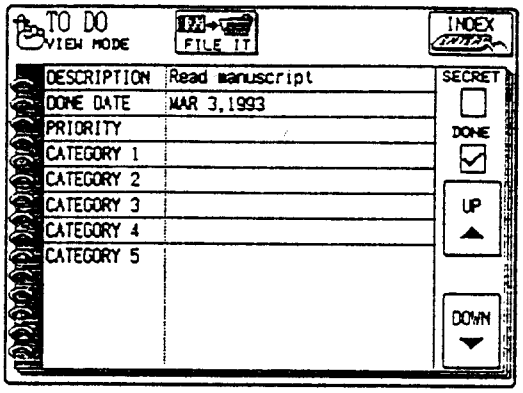
Check box



2. Touch the check box.

★ Press [√].

The entry is checked off and the box is marked with √.
The DUE DATE field changes to the DONE DATE field and today's date appears in it.
The entry is now restored into DONE ENTRIES file.




☞ If you mistakenly check off an entry as completed, you can uncheck the entry by touching the check box or pressing [√] again. However, if you do this, the entry will be stored without a due date.

→ Once a project or task is completed, and you no longer need the **To Do** reminder, you can delete the entry, or groups of entries, which will free up memory in the Organizer.

## Using categories

A category is a field that can contain key words you specify. You can use categories to facilitate information management, for example, to group tasks by project, personnel, or other criteria that are important to you. A total of up to 32 categories can be used in the To Do application, and up to five categories can be assigned to each entry.
Once a word is entered in the category field of an entry, that word is automatically registered and sorted alphabetically in the category list, in which you can select

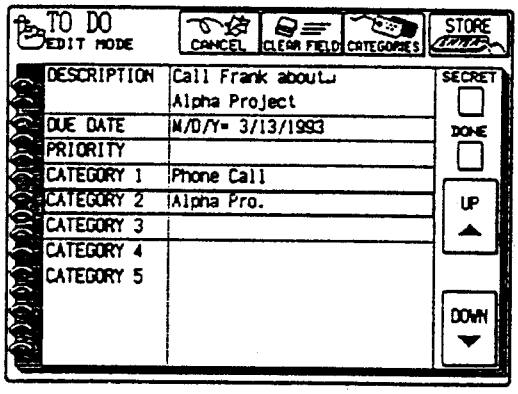
a category to assign to an entry. You can also manually add a word directly to the category list, as well as editing and deleting words in the list.

### Making entries using categories

Enter the following:

| | |
|---|---|
| Description | *Call Frank about Alpha Project* |
| Due Date | *Mar 13, 1993* |
| Category 1 | *Phone Call* |
| Category 2 | *Alpha Pro.* |

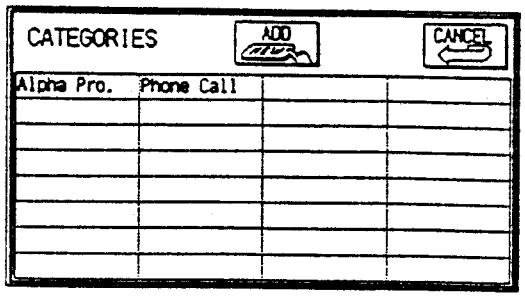
1. Press [TO DO].
2. Press [NEW ENTRY].
3. Enter the description and due date. Type *Call Frank about* [↵] *Alpha Project* NEXT 03 13 1993.
4. Move to the CATEGORY 1 field.
5. Enter the category. Type *Phone Call.*
6. Move to CATEGORY 2. Type *Alpha Pro.*




7. Touch [STORE].

   The entry is stored and, at the same time, the two categories you entered are registered in the category list.

8. Press [MENU►] and select CATEGORIES to check the list.



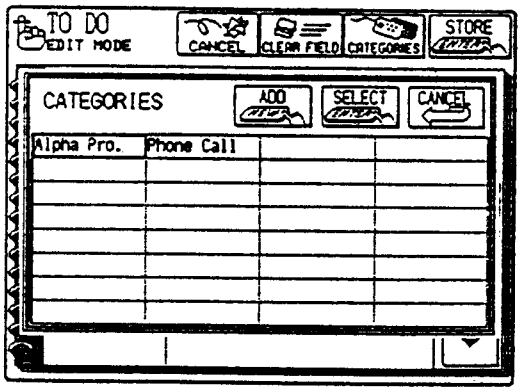

☞ You cannot use the same category more than once in the same entry.

### Assigning categories using the category list

In the **To Do** application,

1. When entering or editing an entry in the Edit mode, move to any of the five CATEGORY fields.
2. Touch [CATEGORIES].

   The Category window opens with the first category selected. Categories are listed in alphabetical order.




3. Select the desired category.
4. Touch [SELECT].

★ Touch the desired category twice.

The category window closes and the selected category is entered in the entry.

5. Touch [STORE].

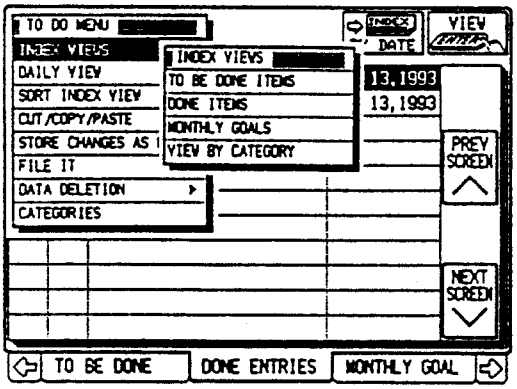
★ You can also open the CATEGORIES window using the menu. In step 2, press [MENU►] and select CATEGORIES.

☞ You cannot use the same category more than once in the same entry.

### Reviewing the To Do list by category

Using the application menu, you can set up the Index mode to show To Do entries that have been assigned a specific category.

1. Press [MENU] and select INDEX VIEWS.
   A submenu appears.




2. Select VIEW BY CATEGORY.
   A box opens showing all categories.
3. Select the category that you want to check.
4. Touch [VIEW].
   All entries that have been assigned the selected category are shown in the Index mode.

★ Touching the category twice in step 3 above will also show the list of entries.

★ In the Index mode, you can do this simply by touching the index tab for the desired category. Use ← and → to display category tabs.

### Adding categories to the category list

You can add a category directly to the category list at any time in the **To Do** application. You can have up to 32 categories.

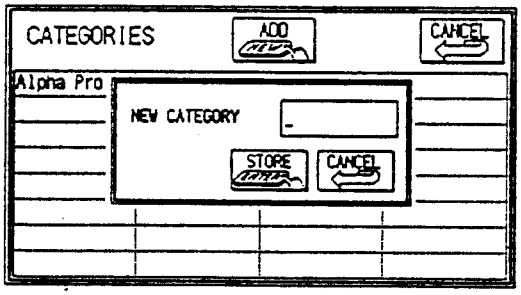
1. Press MENU► and select CATEGORIES.
   The CATEGORIES window opens.

★ If you are in the Edit mode, touch CATEGORIES.

2. Touch ADD.

★ Press NEW ENTRY.

An NEW CATEGORY text box opens.




3. Enter a category name up to 12 characters long.
4. Touch STORE.
   The new category is added to the list, and all categories are resorted.

### Editing categories

If you want to edit a category name, you are recommended to use the category list to reflect the changes to all entries that category is assigned to. You can edit a category at any time in the **To Do** application.

1. Press [MENU►] and select CATEGORIES.
2. Select the category you want to edit.
3. Press [EDIT].
   If the category is currently being used in an entry, a message asks if you want to edit it anyway.
4. Touch [YES].
   An EDIT CATEGORY text box opens.
5. Make any desired changes.
6. Touch [STORE].

   The new, edited category is now stored in the list, and the changes are reflected in all entries the category is assigned to.

☞ If you edit a category when editing a single entry, it is registered in the category list as a new category.

### Deleting categories

When you find a category that is not needed any more, after project completion for example, you may want to delete the category from the category list.
A category cannot be deleted if it is being used by an entry.

In the **To Do** application,

1. Press [MENU►] and select CATEGORIES.
2. Select the category you want to delete.
3. Press [DEL].
   A warning message will appear asking if you are sure you want to delete the category.
4. Touch [YES] (or [NO] to cancel the deletion).

## Deleting entries

### Deleting single entries

In the **To Do** application,

1. Select the desired entry in the Index mode or recall it to the View mode.
2. Press [MENU►] and select DATA DELETION.
   A submenu opens.
3. Select SELECTED ENTRY.
   A warning message will appear asking if you are sure you want to delete the entry.
4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete single entries by pressing [DEL] in step 2 above.

**Deleting all entries in the current view**

You can delete all the entries in TO BE DONE, DONE ENTRIES, or MONTHLY GOALS, or all entries assigned a specific category, using the application menu. This is especially convenient for deleting all of those entries that have been checked off as completed.

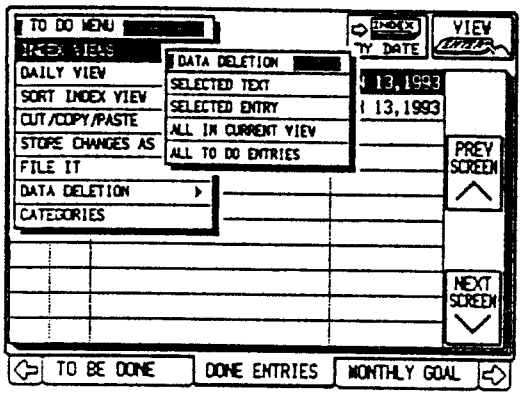
In the **To Do** application,

1. Touch an index tab to select a file whose entries you want to delete (for example, DONE ENTRIES).
   To delete entries assigned a specific category, touch [⇨] to display the index tab for a desired category, then touch the category to select it.

★ You can also use the application menu to select a file. Select INDEX VIEWS from the menu and then select the desired file.

   The entries belonging to the selected file are listed.

2. Press [MENU►] and select DATA DELETION.



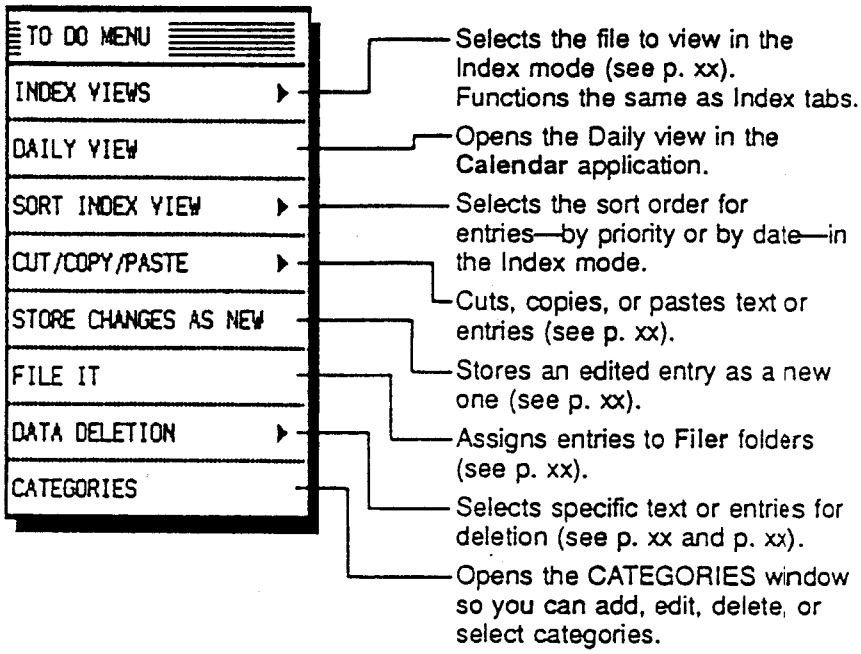

3. Select ALL IN CURRENT VIEW.
   A warning message will appear asking if you are sure you want to delete all the entries in the selected file.
4. Touch [YES] (or [NO] to cancel the deletion).

### Deleting all To Do entries

You can delete all of the **To Do** entries in all files.
In the **To Do** application,

1. Press [MENU►] and select DATA DELETION.
2. Select ALL TO DO ENTRIES.
   A warning message will appear asking if you are sure you want to delete all **To Do** entries.
3. Touch [YES] (or [NO] to cancel the deletion).

**The To Do application menu**


TO DO MENU
INDEX VIEWS
DAILY VIEW
SORT INDEX VIEW
CUT/COPY/PASTE
STORE CHANGES AS NEW
FILE IT
DATA DELETION
CATEGORIES
Selects the file to view in the Index mode (see p. xx). Functions the same as Index tabs.
Opens the Daily view in the Calendar application.
Selects the sort order for entries—by priority or by date—in the Index mode.
Cuts, copies, or pastes text or entries (see p. xx).
Stores an edited entry as a new one (see p. xx).
Assigns entries to Filer folders (see p. xx).
Selects specific text or entries for deletion (see p. xx and p. xx).
Opens the CATEGORIES window so you can add, edit, delete, or select categories.

# The Ann (Anniversary) Application

The **Ann** (**Anniversary**) application makes it easy for you to keep track of annual events, such as wedding anniversaries and birthdays of friends, relatives and business associates. Once entered, the dates of annual events are shown on the **Calendar** in reverse, making it possible to prepare for them well in advance.

**Making new entries**

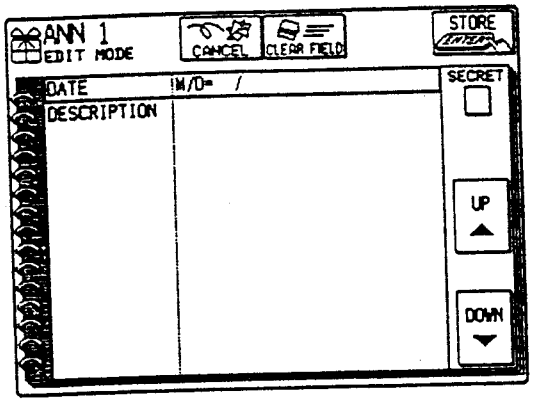
There are two files in the **Ann** application. The first file, ANN 1, stores and displays entries that occur on a specific date every year, and the second, ANN 2, stores and displays entries that occur on a specific day, for example, the first Tuesday in November. ANN 1 is the default file.

### Making new entries in the ANN 1 file

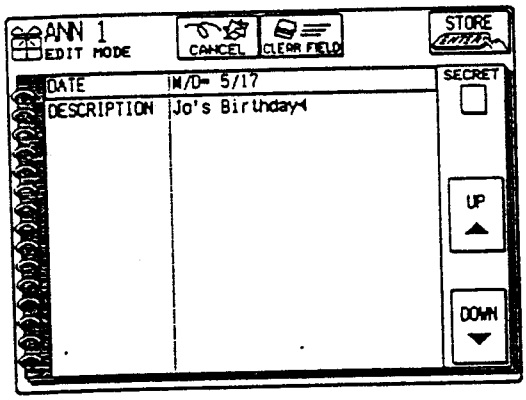
Enter the following in the ANN 1 file:

| | |
|---|---|
| Date | *May 17* |
| Description | *Jo's Birthday* |

1. Press [ANN].
   The Index mode opens in the ANN 1 file.
2. Press [NEW ENTRY].
   The Edit mode opens.




3. Enter the date in the order of month, day (there is no year entry). Type *05 17.*
4. Move to the DESCRIPTION field.
5. Enter the description of the event. Type *Jo's birthday.*




7. Touch [STORE].
   The entry is now stored.

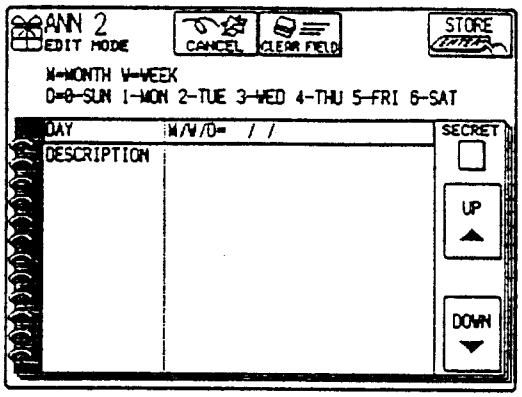
**Making new entries in the ANN 2 file**

Enter the following in the ANN 2 file:

| | |
|---|---|
| Day | *The second Sunday in May* |
| Description | *Mother's Day* |

In the **Ann** application,

1. Press [MENU►] and then SELECT A FILE.
2. Select ANN 2.
   The Index mode opens.
3. Press [NEW ENTRY].
   The Edit mode opens.




4. Enter the month and day, using the appropriate number equivalents shown on the display. Type *05 2 0.*
5. Move to the DESCRIPTION field.
6. Enter the description. Type *Mother's Day.*
7. Touch [STORE].

★ In the Index mode, you can select a file simply by touching an index tab for the desired file.

## Finding entries

Entries are stored in chronological order in each file.

### Using the Index mode

In the **Ann** application,

1. Go to the Index mode.
2. Select the file. If the desired entry is not displayed, touch [PREV SCREEN] or [NEXT SCREEN].
3. Select the entry and then touch [VIEW] to display the entry in full.

★ Touching the entry twice in step 3 also display the entry to the View mode.

### Using the Calendar view

In the **Calendar**'s Monthly view, **Ann** entries are indicated with the in-reverse-displayed dates, clearly showing that you have important annual events on those days.
You can access the **Ann** entries from the Daily view in the **Calendar** application by touching the desired entry twice. (See p. xx for details.)

### Search for specific words

If you cannot remember the exact date of your important anniversaries, a friend's birthday for example, follow the procedure below to access the entry and check the date.

1. Press [SEARCH].
   The SEARCH window appears.
2. Type in any word that should appear in the DESCRIPTION field of the entry you are looking for.
3. Touch [SEARCH].
   If you still do not see the desired entry, touch [NEXT] to display the following matching entries.
4. Touch [DONE] when you find the desired entry.

☞ The Search function does not distinguish between upper- and lower-case letters.

## Editing entries

In the **Ann** application,

1. Select the file in which the desired entry stored.
2. Select the entry in the Index mode or display it in the View mode.
3. Press [EDIT] to open the Edit mode.
4. Make the desired changes.
5. Touch [STORE].
   The new, correct entry is now stored.

## Deleting entries

### Deleting single entries

In the **Ann** application,

1. Select the entry in the Index mode or display it in the View mode.
2. Press [MENU►] and select DATA DELETION.
   A submenu opens.
3. Select SELECTED ENTRY.
   A warning message will appear asking if you are sure you want to delete the entry.
4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete single entries by pressing [DEL] in step 3 above.

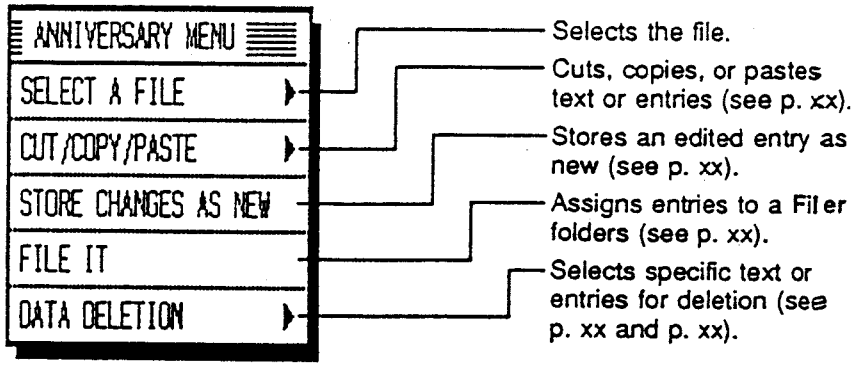
### Deleting all entries

In the **Ann** application,

1. Press [MENU►] in the Index or View mode and select DATA DELETION.
   A submenu appears.
2. Select ALL ANN 1 or ALL ANN 2.
   A warning message will appear asking if you are sure you want to delete all entries in the file.
3. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete all entries in both ANN files. Simply select ALL ANN FILES in step 2 above.

## The Ann application menu


ANNIVERSARY MENU
SELECT A FILE
CUT/COPY/PASTE
STORE CHANGES AS NEW
FILE IT
DATA DELETION
Selects the file.
Cuts, copies, or pastes text or entries (see p. xx).
Stores an edited entry as new (see p. xx).
Assigns entries to a Filer folders (see p. xx).
Selects specific text or entries for deletion (see p. xx and p. xx).

# 4 Creating Your Own Database



This Chapter will discuss using the **Tel (Telephone)** and **User File** applications. The two applications are actually identical in the way that they function, except that they have different default file and field names to accommodate different types of information. The flexibility of these applications allows you to manage a wide variety of information, from a simple address book to an extensive restaurant guide or even a listing of your favorite movies. You can even store graphic images in each entry.

# The Tel and User File applications

Each application comes with three files (or directories).

- The three **Tel** files all are set up by default to manage a simple address book. Each entry is set up to contain three fields (Name, Number, and Address).

The three **User File** directories are set up by default as follows:

| | |
|---|---|
| USER FILE 1 | Business card file containing eight text fields (Company, Name, Position, Ext./Direct, Department, Tel. number, Fax number, Address) and one picture field (Map) |
| USER FILE 2 | Restaurant guide file containing seven text fields (Cuisine, Name, Number, Address, Prices, Attire, Remarks) and one picture field (Map) |
| USER FILE 3 | Free file containing five text fields named FREE FIELD |

You can store information in any file you want.

➔ Remember that you can easily change these settings to meet your personal needs. See page xx for more Information on customizing these applications.

**Selecting a file**

Before beginning a paticular operation, you must first select a file you want to work with.

1. Press [TEL] or [USER FILE] to open the desired application.
2. Press [MENU►] and select SELECT A FILE.
   A submenu appears. The currently selected file is marked with an asterisk.
3. Select the desired file.

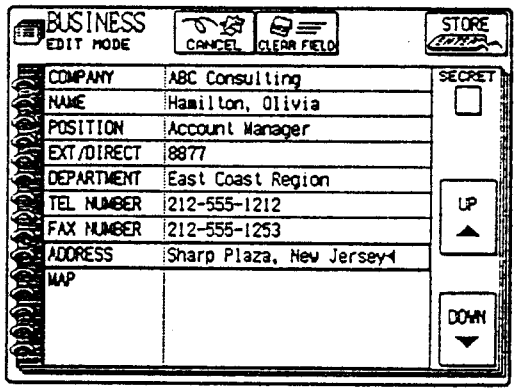
★ In the Index mode, you can select a file simply by touching the tab of the desired file.

**Making new entries**

In the **Tel** or **User File** application,

1. Select the file you want to store the information using the procedure shown above.
2. Press [NEW ENTRY].
   The Edit mode opens.
3. Type in all the information desired in each field.
   - In the Name field of a **Tel** entry, enter the last name first if you want to sort entries by last names.
   - You mus always enter information in the first field.

→ See p. xx regarding how to enter graphic images into the picture field.




3. Touch [STORE] when you are finished.
   The message "Stored!" will appear briefly, indicating that the entry is now stored in memory.

**Finding entries**

Entries in the **Tel** and **User File** applications are stored alphabetically based on the contents of the first field. There are three basic ways to find and recall an entry.

### Using the Index mode

If you know the first letter of the first word of the entry, then the entry will be easy to find using the Index mode. In the **Tel** or **User File** application,

1. Go to the Index mode.

2. Touch the tab for the file you believe the entry is in.
3. Touch the tab of the letter that the entry begins with.
   - If you do not see the entry you are looking for, touch NEXT SCREEN until you do.
4. Select the entry, then touch VIEW to see it in detail.

★ Touch the entry twice.

### Search by heading

If you have a lot of entries and you know the name or company name (the contents of the first field) of the entry you are looking for, the Go To search is a very fast way to retrieve the entry.

1. In the View or Index mode, type in the first few letters of the first field of the entry.
   The GO TO window will open, filled in with the letters you typed.
2. Touch GO.
   - If you do not see the entry you are looking for, touch NEXT SCREEN until you do.
   - If you are in the Index mode, select the entry and touch VIEW to see it in detail.

☞ Go To search does not distinguish between upper- and lower-case letters.

### Search for specific words

If you are not sure of the name or the contents of the first field of an entry, but you do know a word that appears in the entry, then use the Search function to find it.

1. Press SEARCH.
   The SEARCH window appears.
2. Type in a word that appears in the entry you are looking for.
3. Touch SEARCH.

- If you do not see the entry you are looking for, touch [NEXT] until you do.

4. Touch [DONE] when you find the entry.

☞ The Search function does not distinguish between upper- and lower-case letters.

**Editing entries**

1. Select the entry in the Index mode or recall it to the View mode.
2. Press [EDIT].
   The entry opens in the Edit mode with the cursor in the first field.
3. Make any desired changes.
   Touch [CANCEL] at any time to discard any changes you have made.
4. Touch [STORE] when you are finished.
   The message "Stored!" will appear briefly, indicating that the changes are now stored in memory.

☞ If you changed the contents of the first field, the entry is resorted based on the changes.

**Deleting entries**

### Deleting single entries

1. Select the entry you want to delete in the Index mode, or open it in the View mode.
2. Press [MENU►] and select DATA DELETION.
3. Select SELECTED ENTRY.
   A warning message will appear asking if you are sure you want to delete the entry.
4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete single entries by pressing [DEL] in step 3 above.

### Deleting all entries

1. Press [TEL] or [USER FILE] to open the application you want to clear of all entries.

2. Press [MENU▶] in the Index or View mode and select DATA DELETION.

3. In the **Tel** application, select ALL TEL 1, TEL 2 or TEL 3. In the **User File** application, select ALL USER FILE 1, USER FILE 2 or USER FILE 3.
A warning message will appear asking if you are sure you want to delete all entries in the selected file.

4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete all entries in all three of the application's files. Simply select ALL TEL FILES or ALL USER FILES in step 3 above.

## Using picture fields

Any drawing created in the Scrapbook can be copied and then pasted into a picture field. Both the **Tel** and **User File** applications can have picture fields. These pictures can be, for example, hand drawn maps, notes, or a signature.

→ For more information about defining field types, see p. xx.

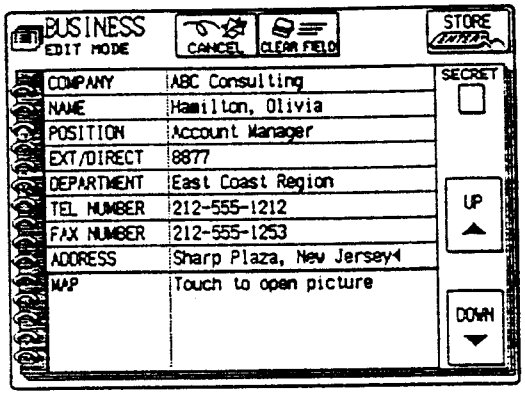
### Adding a picture to an entry

To add a picture to an entry, first be sure that the file you are using has at least one field set up as a picture field. USER FILE 1 and 2 come set up with a picture field (Map).

While entering or editing an entry in the Edit mode,

1. Press [SCRAPBOOK] to call the application.
2. Touch [PREV] or [NEXT] to recall the desired drawing. If you have not yet made a drawing, make one now and touch [STORE].
3. Press [2nd] [COPY] to copy the drawing to the clipboard, or [2nd] [CUT] if you will not need the drawing again in the **Scrapbook** application, which saves memory since the drawing is not duplicated.
4. Touch [QUIT] to close the **Scrapbook** window.

5. Move to the picture field.
6. Press [2nd] [PASTE] to paste the picture into the field.




Note that the message in the field changes from "Paste picture here" to "Touch to open picture."

7. Touch [STORE].

### View a picture

Anythime you want to see the picture, simply touch the message "Touch to open picture". This will display the picture. Press [DONE] when you are finished viewing the picture.

### Editing the contents of picture fields

Contents of picture fields cannot be edited directly in the **Tel** and **User File** applications. Amend them by replacing the old picture with a new one, or edit by copying the picture back to the **Scrapbook** application.

With an entry open in the Edit or View mode of the **Tel** or **User File** application,

1. Move to the picture field and press [2nd] [COPY].
   The picture is copied to the clipboard.
2. Press [SCRAPBOOK] to open the application.
3. Press [2nd] [PASTE].
   The picture is pasted to the drawing page.

4. Make any changes desired to the picture and touch [STORE].
5. Copy (or cut) the revised picture and paste it back to the picture field in the **Tel** or **User File** entry (see p. xx). Be sure to touch [STORE] after pasting to store the entry with the new picture.

**Deleting the contents of picture fields**

1. Open the entry in the Edit mode whose pictur efield contents you want to delete.
2. Move to the picture field.
3. Touch [CLEAR FIELD].

★ Press [DEL].
A message appears asking if you are sure you want to delete the contents of the field.

4. Touch [YES] (or [NO] to cancel the deletion).
5. Touch [STORE] when you have finished editing the entry.

→ Deleting a picture from the picture field in the **Tel** or **User File** does not affect entries in the **Scrapbook**.

## Customizing the Tel and User File applications

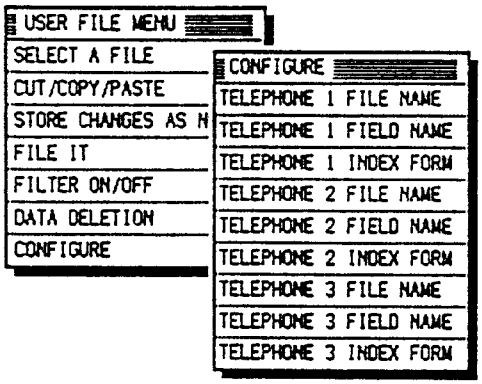
You can customize the Tel and User File applications in the following three ways:

- File names: you can give each file a name of your choice up to 10 characters to reflect its contents for example.
- Fields: you can change the field names (up to 12 characters per field), the field type (text or picture), and the number of fields that each entry can have (up to 16).
- The Index mode display: you can determine which fields (up to 3) are displayed in the Index mode and

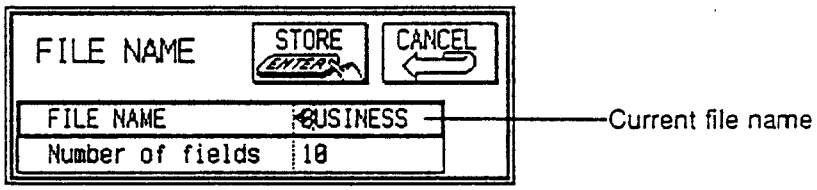
how many characters are displayed for each field (up to 42 characters total).

**Changing file names**

1. Press [TEL] or [USER FILE] to select the application containing the file that you want to change the name of.
2. Press [MENU►] and select CONFIGURE.
   The CONFIGURE submenu appears.




3. Select the FILE NAME for the file (1, 2, or 3) that you want to set up.
   The FILE NAME window opens.



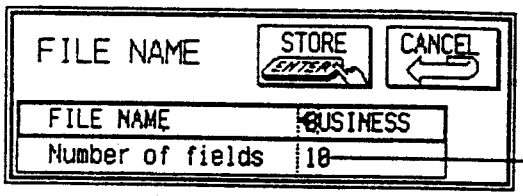

4. Press [⇧] [NEW ENTRY] to clear the current name.
5. Enter the new name (up to 10 characters).
   Letters, numbers, and symbols can all be entered.
6. Touch [STORE] to store the new name.
   (Or [CANCEL] to cancel any changes and leave the original file name.)

**Configuring fields**

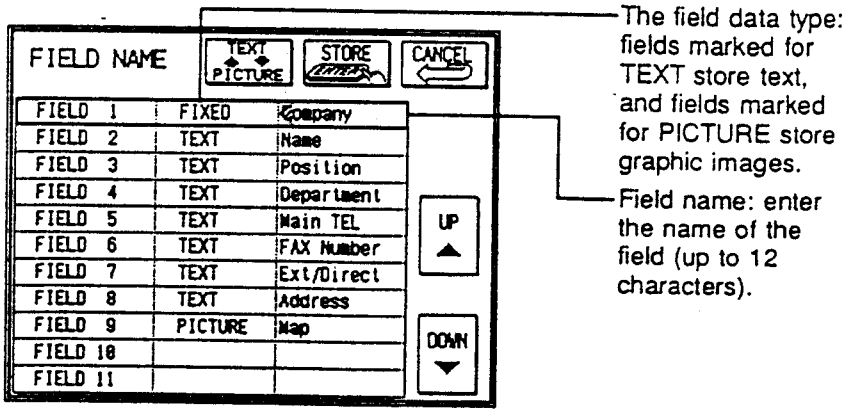
If you do not want to change the number of entry fields, skip steps 1-7 below.

1. Press [TEL] or [USER FILE] to select the application that you want to set up the fields in.

2. Press [MENU►] and select CONFIGURE.
   The CONFIGURE submenu appears.
3. Select FILE NAME for the file (1, 2, or 3) that you want to set up.
   The FILE NAME window opens.




4. Move to NUMBER OF FIELDS and press [DEL] to clear the current number in the field.
5. Enter the number of fields that you want your entries to have.
6. Touch [STORE] to store the number of fields you entered. (Or [CANCEL] to cancel any changes and leave the original number.)
7. Press [MENU►] and select CONFIGURE from the menu.
   The CONFIGURE submenu appears.
8. Select FIELD NAME for the file (1, 2, or 3) that you want to set up.
   The FIELD NAME window opens.


FIELD NAME
TEXT PICTURE
STORE
CANCEL
FIELD 1 FIXED Company
FIELD 2 TEXT Name
FIELD 3 TEXT Position
FIELD 4 TEXT Department
FIELD 5 TEXT Main TEL
FIELD 6 TEXT FAX Number
FIELD 7 TEXT Ext/Direct
FIELD 8 TEXT Address
FIELD 9 PICTURE Map
FIELD 10
FIELD 11
UP
DOWN
The field data type: fields marked for TEXT store text, and fields marked for PICTURE store graphic images.
Field name: enter the name of the field (up to 12 characters).

- Use [⇧] [NEW ENTRY] (or use [BS] or [DEL]) to

clear the current name.

- Enter the new name (up to 12 characters). Letters, numbers, and symbols can all be entered.
- Touch [TEXT -PICTURE] to toggle between the two data types.

9. Touch [STORE] when you are finished.
(Or [CANCEL] to cancel the changes and leave the fields as they were.)

☞ The data type for Field 1 is text and cannot be changed.

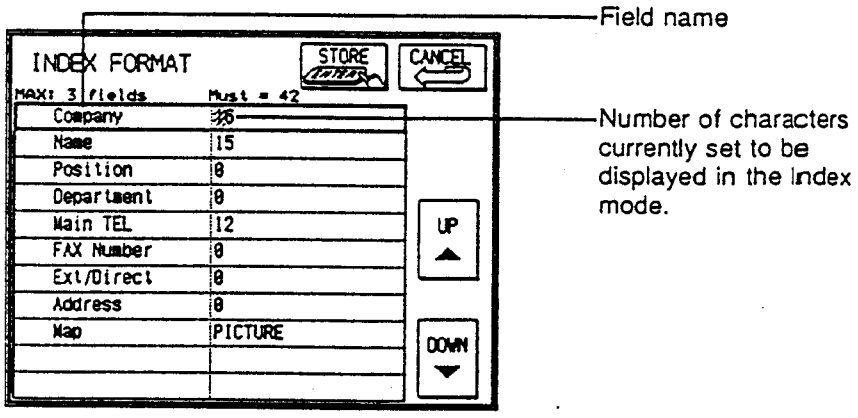
**Customizing the Index display**

You can set up a different Index format for each of the three files in the **Tel** and **User File** applications, designating up to three fields you want displayed in the Index mode, and the number of characters for each field.

☞ No more than 42 total characters per entry can be displayed in the Index mode at one time.

In the **Tel** or **User File** application,

1. Press [MENU▶] and select CONFIGURE.
2. Select the INDEX FORM for the file (1, 2, or 3) that you want to set up.
The INDEX FORM window opens.




☞ • From one to three fields can be displayed in the Index

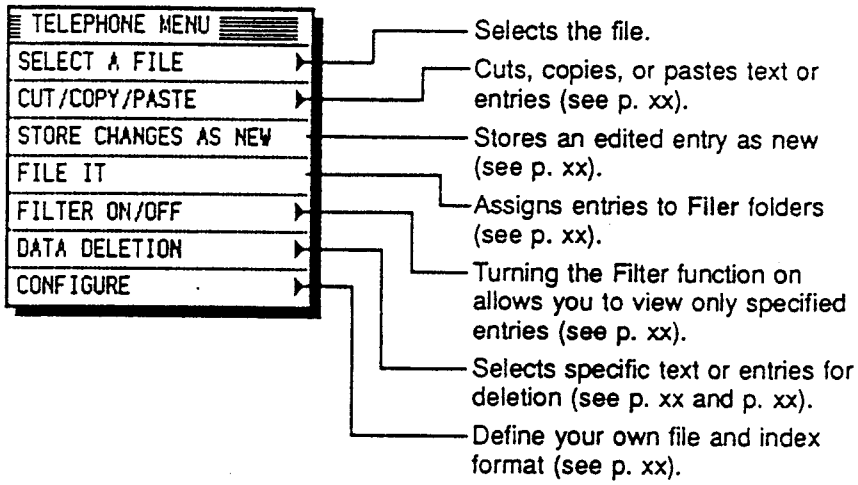
mode.

- The total maximum number of characters you can have for all fields is 42.

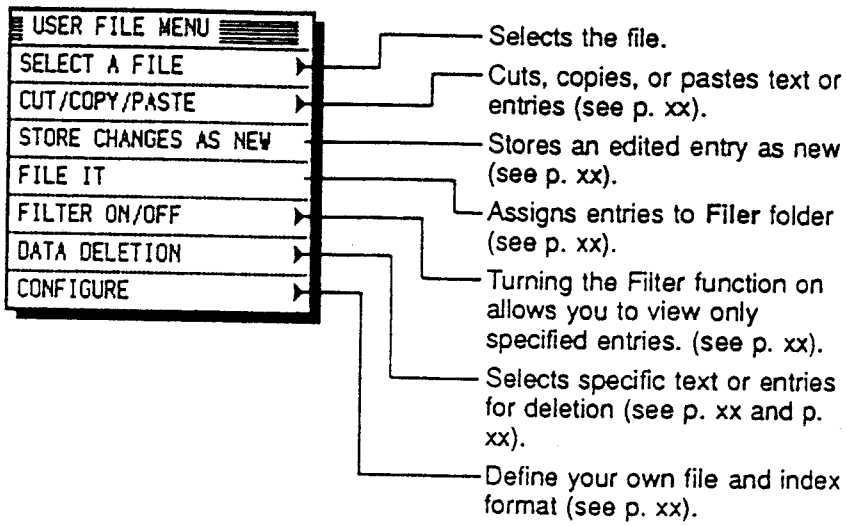
3. Select and enter 0 in those fields that you do not want to appear in the Index mode.
4. Select the fields that you want to appear in the Index mode, and enter the number of characters that you want the field to be able to hold. Remember that the total maximum number of characters for all fields is 42.
   If desired fields are not displayed, use [UP] and [DOWN] to scroll the display.
5. Touch [STORE] when you are finished (or [CANCEL] to cancel it).

☞ You can set any fields to be displayed in the Index mode. No matter which fields appear in the Index, entries are sorted and accessed by the contents of the first field.

## The Tel application menu


TELEPHONE MENU
SELECT A FILE
CUT/COPY/PASTE
STORE CHANGES AS NEW
FILE IT
FILTER ON/OFF
DATA DELETION
CONFIGURE
Selects the file.
Cuts, copies, or pastes text or entries (see p. xx).
Stores an edited entry as new (see p. xx).
Assigns entries to Filer folders (see p. xx).
Turning the Filter function on allows you to view only specified entries (see p. xx).
Selects specific text or entries for deletion (see p. xx and p. xx).
Define your own file and index format (see p. xx).

## The User File application menu


USER FILE MENU
SELECT A FILE
CUT/COPY/PASTE
STORE CHANGES AS NEW
FILE IT
FILTER ON/OFF
DATA DELETION
CONFIGURE
Selects the file.
Cuts, copies, or pastes text or entries (see p. xx).
Stores an edited entry as new (see p. xx).
Assigns entries to Filer folder (see p. xx).
Turning the Filter function on allows you to view only specified entries. (see p. xx).
Selects specific text or entries for deletion (see p. xx and p. xx).
Define your own file and index format (see p. xx).

# 5 Word Processing and Outlining



This chapter explains the features of the **Notebook** application, the Organizer's built-in word processor, and the **Outline** application, a simple but powerful outliner for structuring your thoughts, ideas, and writings. Used together, first outlining a document and then developing it in the **Notebook**, these two applications provide word processing capabilities in a hand-held device.

# The Notebook Application

The Organizer's **Notebook** application provides you with a simple yet powerful means of recording information, from notes at a meeting and letters to passages of a speech. As with a standard word processor, the **Notebook** lets you set margins, tabs and indents, select A4, letter, or legal page size, turn word wrap on or off, and change fonts. With a printer connected to the Organizer, this gives you the capability to print out attractive full-page letters, reports and other documents (see p. xx).

Before reading this chapter, be sure you have read "Chapter 2: Basic Operations." More advanced editing features are used in this chapter. Be sure you have a good understanding of basic editing procedures used on the Organizer before beginning to use the **Notebook** application.

**Making new entries**

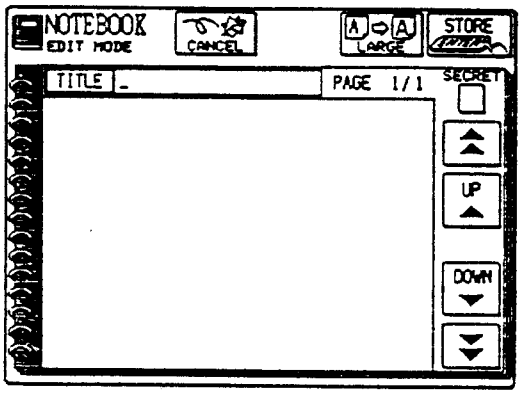
Enter the following:

Title: *U.S. Declaration*

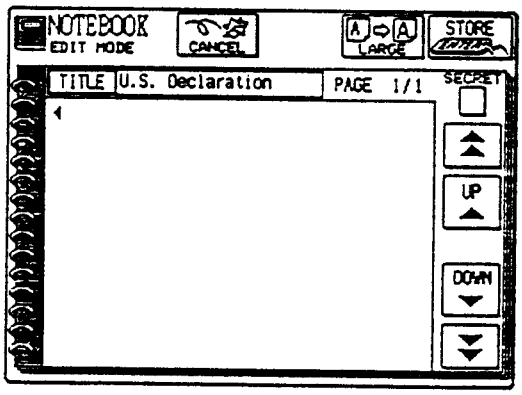
Text: *We hold these truths to be sacred and undeniable: that all men are created equal and independent, that from that equal creation they derive rights inherent and inalienable, among which are the preservation of life and liberty, and the pursuit of happiness.*

*– Thomas Jefferson*

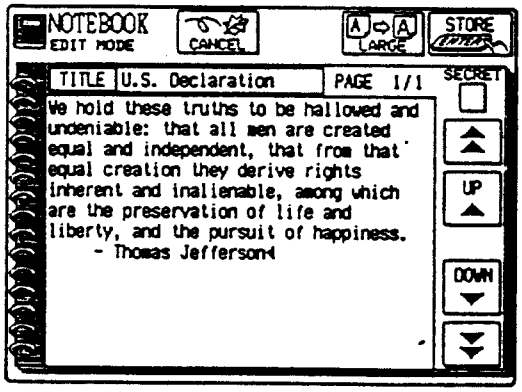
1. Press [NOTEBOOK] to open the application.
   As with the other applications you have used, the **Notebook** application opens in the Index mode.
2. Press [NEW ENTRY].




3. Enter the entry's title. Type *U.S. Declaration.*
4. Press (NEXT).




5. Enter the contents. Type the text above.
   It is not necessary to press (↵) at the end of each line. The Organizer will automatically forward the words to the new line which would be split between two lines.


NOTEBOOK
EDIT MODE
CANCEL
LARGE
STORE
TITLE U.S. Declaration
PAGE 1/1
SECRET
We hold these truths to be hallowed and undeniable: that all men are created equal and independent, that from that equal creation they derive rights inherent and inalienable, among which are the preservation of life and liberty, and the pursuit of happiness.
- Thomas Jefferson
UP
DOWN

6. Touch [STORE].
   The entry is now stored.

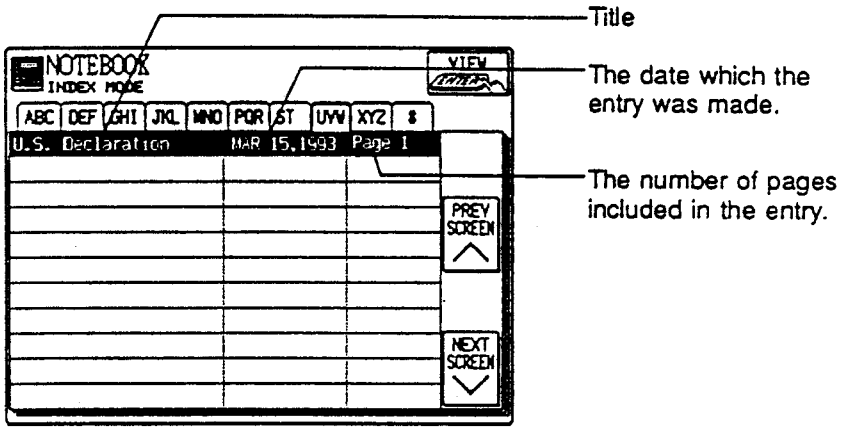
## Finding entries

**Notebook** entries are stored alphabetically according to their title. There are three options to find an entry in the application, depending on the situation.

### Using the Index mode

In the **Notebook** application,

1. Go to the Index mode.


Title
The date which the entry was made.
The number of pages included in the entry.
NOTEBOOK
INDEX MODE
VIEW
ABC DEF GHI JKL MNO PQR ST UVW XYZ &
U.S. Declaration MAR 15,1993 Page 1
PREV SCREEN
NEXT SCREEN

2. Touch the tab of the letter that the title of the entry begins with.

★ You can also use [PREV SCREEN] and [NEXT SCREEN].

3. Select the entry, then touch [VIEW] to see it in detail.
   The full entry is displayed.

★ Touch the entry twice.

If an entry is so long that it cannot all fit on the screen, you can touch [▲] or [▼] to move through the entry one display screen, or [UP] or [DOWN] to scroll one line at a time to the end of the text.

### Search by title

1. In the View or Index mode, type in first few characters of

the title of the entry you are looking for.
The GO TO window will open, filled in with the letters you typed.

2. Touch [GO].
   - If you still do not see the desired entry, touch [NEXT SCREEN] or press [NEXT] until you do.
   - If you are in the Index mode, select the entry and touch [VIEW] to see it in detail.

☞ Go To search does not distinguish between upper- and lower-case letters.



### Search for specific words

If you know the contents and a word that appears in the entry, including the TITLE field, though you cannot remember its exact title, then use the Search function to find the entry.

1. Press [SEARCH].
   The SEARCH window appears.
2. Type in words you remember in the entry you are looking for.
3. Touch [SEARCH].
   If you still do not see the desired entry, touch [NEXT] to display the following matching entries.
4. Touch [DONE] when you find the entry.

☞ The Search function does not distinguish between upper- and lower-case letters.

## Editing entries

In the **Notebook** application,

1. Select the entry in the Index mode or display it in the View mode.
2. Press [EDIT].
   The entry opens in the Edit mode.
3. Make any desired changes.

   If you are working with a long piece of text that goes off

the display, use [▲] or [▼] to display the hidden text, or use [⇞] or [⇟] to move up or down, respectively, within the text one display screen at a time.

4. Touch [STORE] when you are finished.

☞ Touch [CANCEL] at any time before touching [STORE] to discard any changes you have made. You will be asked for confirmation. Make the appropriate selection.

## Deleting entries

### Deleting single entries

In the **Notebook** application,

1. Select the entry you want to delete in the Index mode, or recall it to the View mode.
2. Press [MENU►] and select DATA DELETION.
3. Select SELECTED ENTRY.
   A warning message appears asking if you are sure you want to delete the entry.
4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete single entries by pressing [DEL] in step 2 above.

### Deleting all entries

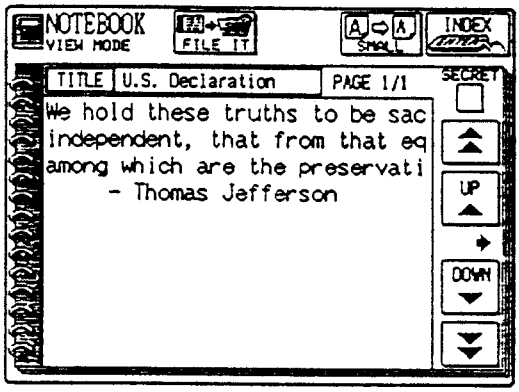
In the **Notebook** application,

1. Press [MENU►] and select DATA DELETION.
2. Select ALL NOTEBOOK DATA.
   A warning message appears asking if you are sure you want to delete all entries in the application.
3. Touch [YES] (or [NO] to cancel the deletion).

## Changing the character size on the display

You may find that there are times when you want to make the characters larger so that they will be easier to read. This is easy to do. To select a large character size, simply touch [LARGE] in the Edit or View mode. The text will be displayed in a large format (30 x 10 characters on

the display), and the button will switch to [SMALL]. To return to the regular format (40 x 12 characters), touch [SMALL].




Large character format

The characters exceeding 30 x 10 go off the display. To see them, use the cursor keys or cursor buttons on the display.

★ The above procedure is a quick, convenient way to switch character size within an entry. You can also change the display character size by selecting SET FONT SIZE from the application menu.

☞
- While the large character size may be easier to read and to work with when selecting text for copying, for example, using the small size makes it possible to include more text on the display.
- Changing the character size on the display does not affect the size of printed text.

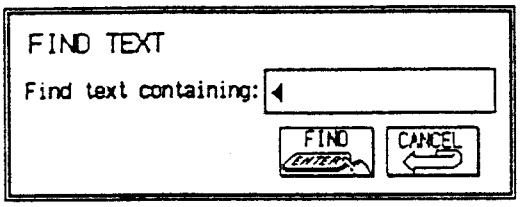
## Searching for specific words in text

When editing or revising an entry in the **Notebook** application, you may want to change or delete only a single word or one string of text in that entry. Or you may simply want to locate a word or text string while viewing an entry. The FIND TEXT feature in the application menu makes it easy to find up to a 20-character string of text (including spaces).

In the **Notebook** application,

1. In the View or Edit mode, press [MENU▶] and select FIND TEXT.

★ Press [2nd] [F].
A text box opens.




2. Enter the text you want to find.
3. Touch [FIND].

   The text box closes and the text search starts from the beginning of the entry. When a match is found, the first matching text in the entry is selected. If you are in the Edit mode, you can delete, cut, copy, paste or edit the text as desired. To continue searching for the same text, repeat steps 1 and 3 above. The Organizer will begin Searching from the location of the last matching.
   If no matching text is found, a message indicating this is displayed.

☞ Wherever the cursor was in an entry, the Search Starts from the beginning of the entry when a new search text is specified.

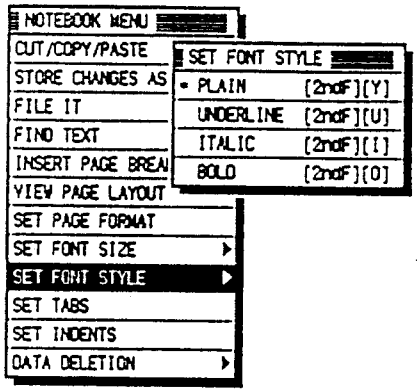
**Changing character (font) styles**

The Organizer offers you four character (font) styles—plain, underline, italic, and bold—that can be applied to text. Plain is the default style. Underline can also be used in combination with the italic and bold. The font styles add richness to the way your text appears, and can be used, for example, to differentiate titles of books and other works from regular text or to emphasize importance. The styles are included when you print a document, improving the copy's appearance, providing

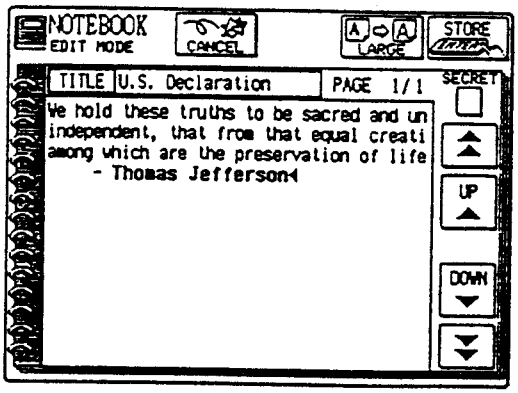
that the printer connected to the Organizer has the capability to print these font styles (consult your printer manual).

In the **Notebook** application,

1. In the Edit mode, press (MENU▶) and select SET FONT STYLE.
   A submenu appears. An asterisk indicates the current font style settings.




2. Select the style that you want the text you will enter to be in. For example, touch UNDERLINE if you want the text you are going to enter to be underlined.
   The menu closes.
3. Type the text you want to enter.
   The text appears in the selected style.



The settings remain in effect until another font style is selected. To change the font style back to plain or to another style, repeat the above procedure, making the appropriate selection.

★ You can also use keyboard shortcuts to change the font style, which make it possible to change font styles "on the fly" from the keyboard. The keyboard shortcuts (which are indicated on the SET FONT STYLE menu) are as follows:

2nd Y → Plain
2nd U → Underline
2nd I → Italic
2nd O → Bold

- To change the font style of text that has already been entered, select the text int he Edit mode by dragging the pen across it, then choose a font style from the menu, or by using keyboard shortcuts.
- Underline setting remains in effect until plain is reselected. Any text inserted into a block takes on the font style of the block of text.

## Using indents and tabs

Indents and tabs let you format the appearance of text and blocks of text. The difference between an indent and a tab is that, once entered, an indent setting remains in effect until it is turned off or changed. In other words, if you set an indent, all text entered after that will also be indented. A tab affects a single line only.

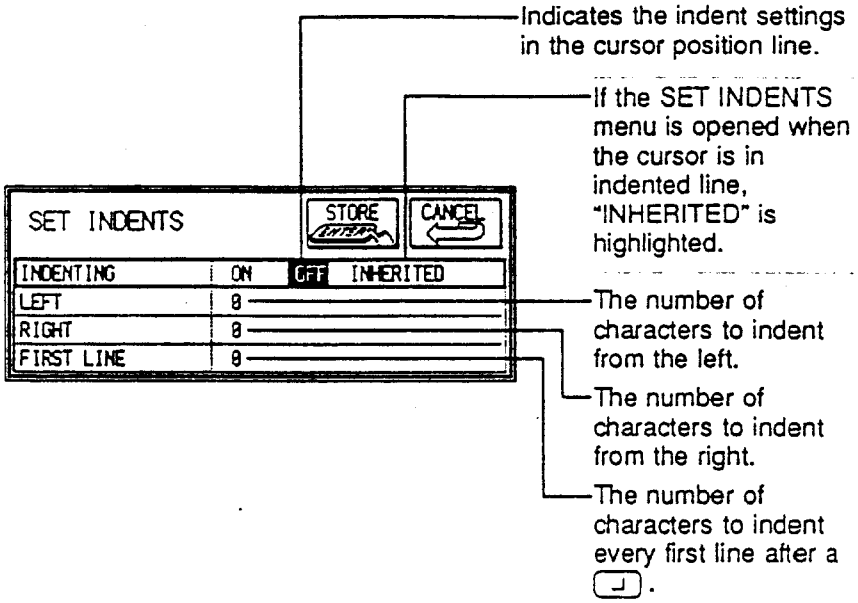
### Setting indents

Text indenting can be turned on and off, and text can be indented from the left margin and/or right margin, using the application menu. Indent off is the default setting. On your Organizer, indents are set by specifying the number of characters you want to indent. In other words, if you enter 5 as the indent, a line will be indented the equivalent of pressing the space key five times.

You can specify as many indents as you want in an entry.

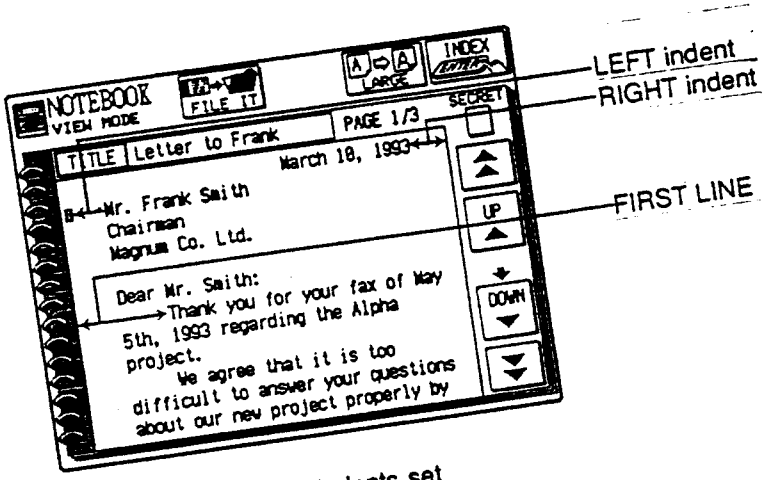
In the **Notebook** application,

1. In the Edit mode, place the cursor on the line where you want to Start indenting.
2. Press [MENU►] and select SET INDENTS.




4. Select ON in the INDENTING field.
5. Move to the field you want to set an indent for. Enter the number of characters you want to indent.
6. Touch [STORE] when you have finished making all the desired settings (or [CANCEL] to cancel the settings).

   When indenting is turned on, **I** is shown on the display at the indent position. All current text or text entered after **I** will be indented the specified number of characters from the left or right until indenting is turned off or changed.




An entry with indents set

### Changing or deleting indents

1. In the Edit mode, position the cursor where you want the change to take effect.
2. Press MENU▶ and select SET INDENTS.
   The SET INDENTS window appears and INHERITED is selected in the INDENTING field.
3. To delete the indent, select OFF.
   To change the indent, select ON and enter the new values in any INDENT fields you want.
4. Touch STORE.

   The entire block for which a previous setting was in effect is repositioned according to the change.

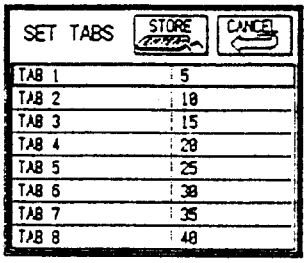
### Tab settings

In the default settings, eight tab positions are specified at intervals of five characters each. Pressing ⇧ ↵ moves the cursor to the next tab position to the right. In the insertion mode, this shifts any text following the cursor. This works only in the **Notebook** application). You can change the default five-character setting for each individual entry using SET TABS in the application menu. As with indents, the unit of measure for this setting is the number of characters. You can have up to eight tab settings per line, though this number may vary depending

upon the page format.

In the **Notebook** application,

1. In the Edit mode, press [MENU►] and select SET TABS.




TAB 1 sets the first tab position, TAB 2 sets the second, etc. Tab position settings are measured in the number of characters from the beginning of the line.

2. Move to the field you want to change and enter the desired number of characters.
3. Touch [STORE] when you have finished making all the desired settings (or [CANCEL] to leave the original settings).

**Turning word wrap on and off**

Word wrap automatically moves text which will not fit onto the end of a line to a new line, preventing words from being split when you type. The default setting for the Organizer's word wrap function is on. There may be times, however, when you want to turn off the word wrap function. This can be done for each individual entry.

In the **Notebook** application,

1. In the Edit mode, press [MENU►] and select SET PAGE FORMAT.
2. Select OFF in the WORD-WRAPPING field.
3. Touch [STORE].

☞ To turn word wrap back on for an entry, repeat the procedure and select ON in step 2.

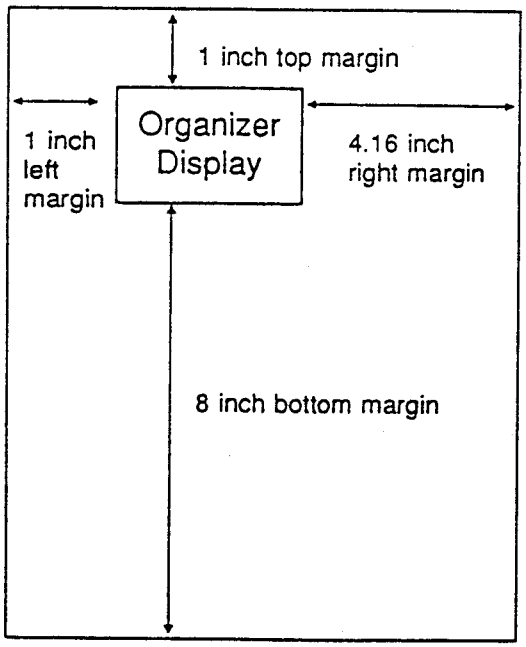
## Printing a full-sized document

So far you have worked only in the limited space of the Organizer. However, you can make the text fit on a standard letter sized sheet in order to print out a full-sized documents.
The next sections will discuss topics concerning page layout and printing. If you will not be printing your **Notebook** entries and are using the **Notebook** only for keeping short notes and memos, you can skip over these sections.

→ For a full explanation of printing, see p. xx.

### Setting the margins

The Organizer's display is smaller than a standard letter-size sheet (8.5 x 11"), however the display can be set up to work like a "floating window" which moves across the page, letting you create full-sized documents. For novice users, the default right and bottom page margins in the **Notebook** have been set to make the writing area—that part of the page text is entered to—the same size as the display.

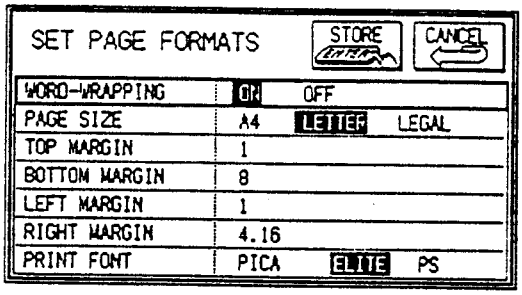



US letter full size page

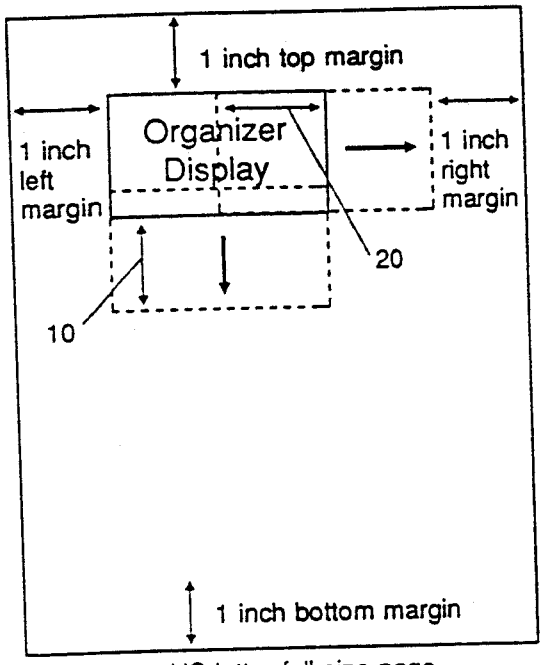
If you want to change the default margins, for example, to print full-size documents, you can do so for individual entries using **Notebook** application menu.

In the **Notebook** application,

1. In the Edit mode, press [MENU▶] and select SET PAGE FORMAT.
   A window opens showing all of the page format settings.




2. Move to the margin field you want to change TOP, BOTTOM, LEFT, or RIGHT – then use [DEL] to delete the current values, and enter the desired ones.
3. Touch [STORE].
   The new page format for the entry is now stored.
   In a page format that is larger than the Organizer's display, the display functions as a floating window and moves around the page. Each time you type past the 40th character on a line, the display will shift 20 characters to the right until you hit the right margin. When you type past the last line at the bottom of the display, the window will scroll 10 lines down. This allows you to type text and the display will automatically shift across the page. The diagram below illustrates this concept:




US letter full size page

To view entered text currently off the display in either the View or Edit mode, use the cursor keys. In the View mode, the display moves vertically one line at a time. In the Edit mode, the display shifts as indicated above. You can also touch [▲] or [▼] to scroll the display up or down, respectively, one display screen at a time.

**Inserting a page break**

The Organizer automatically inserts a page break at the end of a page (according to the selected page size). A page break is indicated on the display by a dotted line. However, you can also insert a page break yourself for layout purposes. These page breaks are entered as code in the entry, and are also marked by dotted lines on the display.

In the **Notebook** application,

1. In the Edit mode, position the cursor at the location where you want to insert a page break.
2. Press [MENU▶] and select INSERT PAGE BREAK.

   **P** is entered at the cursor position, and subsequent text is moved to a new page.

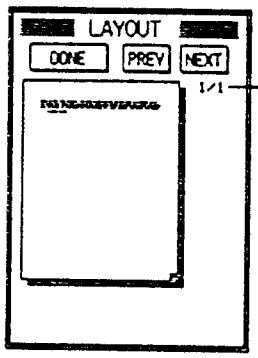
☞ Use [DEL] to delete **P** to cancel a user-created page break.

### View page layout

If you are working with a full-sized page, and you want to check that text is formatting properly on the page, you can do so using VIEW PAGE LAYOUT in the application menu. While this function does not allow you to read the entered text, it does show you the full page at one time.

In the **Notebook** application,

1. In the View or Edit mode, press [MENU▶] and select VIEW PAGE LAYOUT.



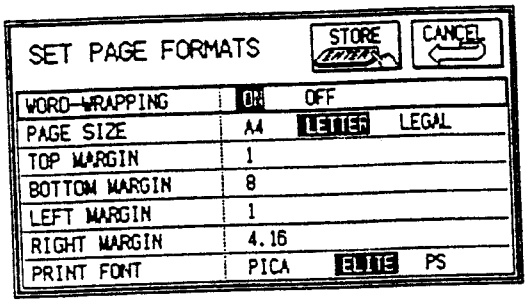

2. If you are working with a document several pages long, you can view different pages by touching [PREV] or [NEXT].
3. Touch [DONE] to return to the normal display.

### Selecting the paper size and font type for printing

When you have an entry that you want to print, you need to select the size of paper and the font that you want to use to print the entry (on a printer connected to the Organizer). These selections are made through the **Notebook** application menu.

In the **Notebook** application,

1. In the Edit mode, press [MENU►] and select SET PAGE FORMATS.

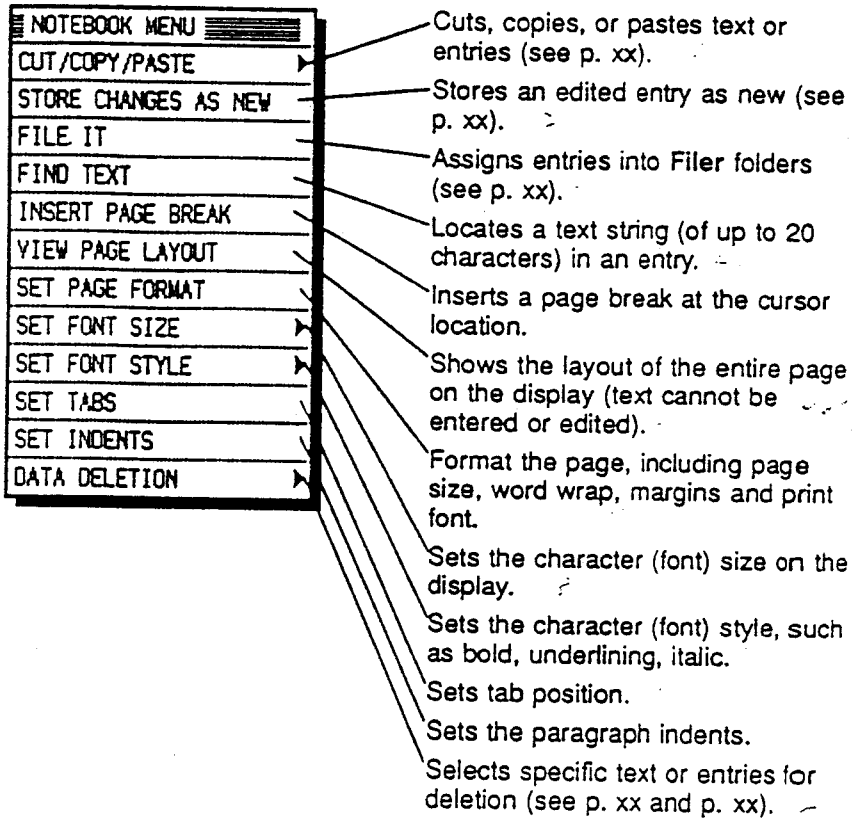



For printing an entry, there are two relevant settings from this menu: PAGE SIZE, and PRINT FONT.
The three page size available are Letter (8.5 x 11 in.), A4 (210 x 297 mm), and Legal (8.5 x 14 in.).

2. In the PAGE SIZE field, select the size that corresponds to the size of the paper you will be using in your printer.
3. In the PRINT FONT field, select the font that you want.
   Elite is a well-known font, which is set at 10 characters per inch.
   Pica is also a major font, set at 12 characters per inch.
   PS is proportional spacing (spacing between letters is adjusted depending on the letter's width), set at 12 characters per inch.
   You will be able to fit more text on a printed page using a 12 cpi font rather than a 10 cpi font.
4. Touch [STORE] (or press [CANCEL] to cancel the settings).

☞
- Selecting a paper size that your printer is not set up for may delay or prevent printing. Consult your printer manual regarding printer set-up.
- The selected font is not shown on the Organizer's display, but only when printed out. However, you can check the layout using VIEW PAGE LAYOUT in the application menu.

**The Notebook application menu**


NOTEBOOK MENU
CUT/COPY/PASTE
STORE CHANGES AS NEW
FILE IT
FIND TEXT
INSERT PAGE BREAK
VIEW PAGE LAYOUT
SET PAGE FORMAT
SET FONT SIZE
SET FONT STYLE
SET TABS
SET INDENTS
DATA DELETION
Cuts, copies, or pastes text or entries (see p. xx).
Stores an edited entry as new (see p. xx).
Assigns entries into Filer folders (see p. xx).
Locates a text string (of up to 20 characters) in an entry.
Inserts a page break at the cursor location.
Shows the layout of the entire page on the display (text cannot be entered or edited).
Format the page, including page size, word wrap, margins and print font.
Sets the character (font) size on the display.
Sets the character (font) style, such as bold, underlining, italic.
Sets tab position.
Sets the paragraph indents.
Selects specific text or entries for deletion (see p. xx and p. xx).



## The Outline Application

The Organizer's **Outline** application is a simple, convenient tool to help you order information or key points of your thoughts and writings in a clear, easy-to-understand hierarchical structure. This is ideal for organizing your plans and ideas, and the application's functions provide the flexibility to restructure the order whenever necessary.

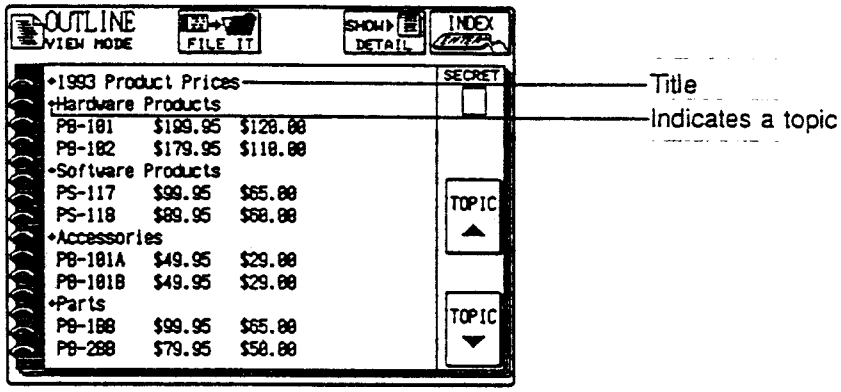
The outline structure consists of a title (a main heading or topic) and one or more subtopics, which themselves can have one or more subtopics. These topics can be rearranged, grouped together, or even hidden from view, so that you can manage information flexibly and efficiently.

Each topic in an outline is much like an entry in the other

applications, and the outline itself can be thought of as a file holding all of those topics (or entries). But in an outline, you can enter, edit, or delete topics while maintaining an overview of the entire outline and its topics.

## Creating an outline

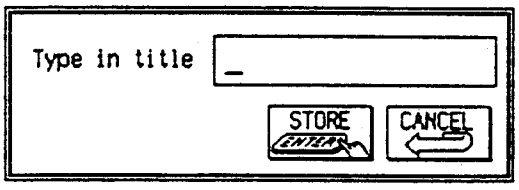
Below is an example of how a price list might look in the **Outline** application.




Each individual topic heading is marked with a diamond. Up to 20 characters can be used as the title of an outline, and each single topic can contain up to 2,048 characters.

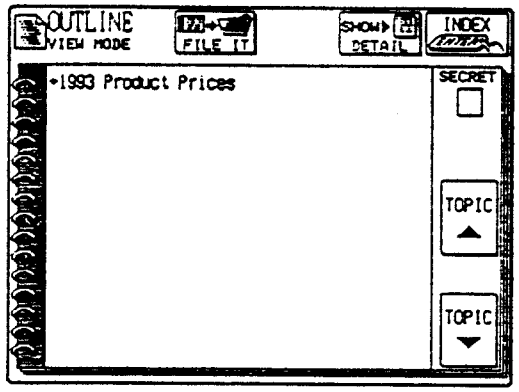
Enter the outline above.

1. Press [OUTLINE] to open the application.
2. Press [NEW ENTRY].
   A title box appears.

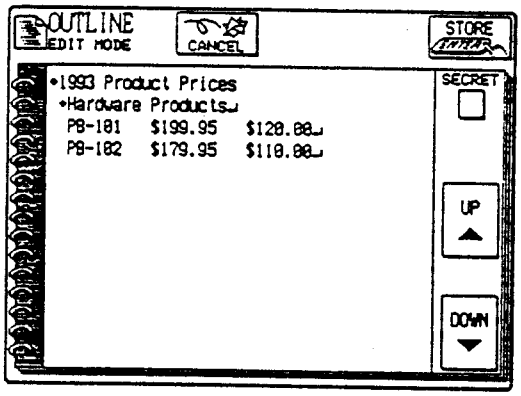



3. Type in the title.
4. Touch [STORE].
   The View mode opens with the title as the first topic in

the new outline. A flashing diamond prompts you to enter a topic.




5. Type the first subtopic, pressing ⏎ at the entry of each lines.
When you begin typing, the display automatically switches to the Edit mode.




6. Touch [STORE].
The View mode appears again, and the second and subsequent lines disappear from view to conserve display space and give you an overview of the outline.
7. Enter the other topics in the list above. Be sure to touch [STORE] after entering each one.

You can see that there is no final command to store the outline. You can exit one outline at any time by selecting

another display or a different application, or create a new outline by pressing [NEW ENTRY].

☞ If you want to confirm the entire contents of a stored topic, you can display them at any time by touching the topic, then [SHOW►DETAIL] (or by pressing [►]). Touch [DONE] (or press [◄]) to return to the regular display.

**Finding outlines**

Outlines are stored in alphabetical order according to their title.

### Using the Index mode

In the **Outline** application,

1. Go to the Index mode.
2. Touch a tab to display the entries stored there alphabetically.
3. Select the entry you want to recall and touch [VIEW] to see it in detail.

★ Touch the desired outline twice.

### Search by title

1. In the Index mode, type in first few characters of the title of the entry you are looking for.
   The GO TO window will open, filled in with the letters you typed.
2. Touch [GO].
   - If you still do not see the desired entry, touch [NEXT SCREEN] or press [NEXT] until you do.
3. Select the entry and touch [VIEW] to see it in detail.

☞ Go To search does not distinguish between upper- and lower-case letters.

### Search for specific words

If you know the contents and/or a word that appears in the entry though you cannot remember its exact title, then

use the Search function to find the entry.

1. Press [SEARCH].
   The SEARCH window appears.
2. Type in any word you remember in the entry you are looking for.
3. Touch [SEARCH].
   If you still do not see the desired entry, touch [NEXT] to display the following matching entries.
4. Touch [DONE] when you find the entry you desire.

☞ The Search function does not distinguish between upper- and lower-case letters.

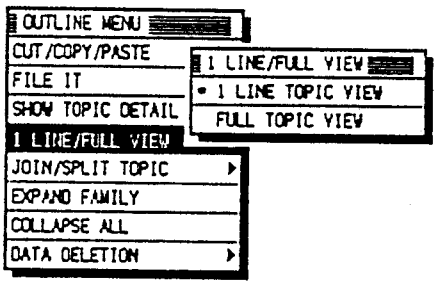


**Displaying full topics**

In the default settings, the **Outline** is set to display only the first line of each topic. You can change this to display an outline in full.

In the **Outline** application,

1. Display the outline you want to work with in the View or Edit mode.
2. Press [MENU►] and select 1 LINE/FULL VIEW.
   A submenu appears. An asterisk indicates the current selection.




3. Select FULL TOPIC VIEW.
   All second and subsequent lines of all the topics appear.

To return to the one-line view, follow the above procedure, but select 1 LINE TOPIC VIEW in step 3.

To see the contents that is off the display, scroll the display using [TOPIC] or the cursor keys.

## Revising outlines

Once an outline has been created, it is easy to revise either the text in the outline or the outline structure itself. The text of topics and subtopics can be revised one at a time in the Edit mode. Restructuring outlines is carried out in the View mode.

### Moving between topics

Simply touch anywhere on a topic to select it. You can also move between topics one by one, using the two [TOPIC] buttons or the cursor keys.
Press [⇧] [▼] to move directly to the last topic and [⇧] [▲] to move directly to the first topic, title.

### Editing text

In the **Outline** application,

1. Display the outline you want to revise in the View mode. The flashing diamond indicates the currently selected topic.
2. Select the topic you want to edit.
3. Press [EDIT].
   The cursor is positioned at the beginning of the text. (When in one-line view mode, the hidden lines of the topic appear.)
4. Make any necessary changes.
5. Touch [STORE] (or [CANCEL] to discard the changes). The new, edited outline is now stored.

☞ In the Outline application, pressing [EDIT] at the Index mode does not open the Edit mode.

### Adding topics

As your plans and ideas grow, you may want to add topics to an existing outline. To add a topic at the end of an outline, simply display the outline in the View mode, touch [TOPIC▼] until you pass the bottom and another diamond is displayed, and enter the new topic. To insert a new topic anywhere else in the outline, use the procedure below. Only one new topic can be inserted at a time.

In the **Outline** application,

1. Display the outline that you want to add a topic to in the View mode.
2. Press [INS].
   **I** is displayed to indicate the insertion position.
3. Move **I** to the desired location using [TOPIC].
4. Type in the new topic.
5. Touch [STORE].

☞ Press [CANCEL] at any time before touching [STORE] to cancel the insertion.

★ You can also add a topic between existing topics by first selecting the topic after which you want to insert the new topic, then simply begin typing the new topic.

☞ Changing the view mode in an outline does not affect the View mode setting of other outlines. However, a new entry adopts the same view mode of the entry that was last displayed in the **Outline**'s View mode.

### Moving topics

Even after you have stored a topic, you can change its location easily.

In the **Outline** application,

1. In the View mode, select the topic you want to move.
2. Press [MOVE] (the second row from the top on the keyboard).

The entire topic is momentarily highlighted, then replaced by F.

3. Move F to the new location using [TOPIC].
4. Press [ENTER].
   F reverts back to the full contents of the topic.

   Press [CANCEL] at any time before pressing [ENTER] to cancel the move.

☞ Topics cannot be moved to a position before the title.

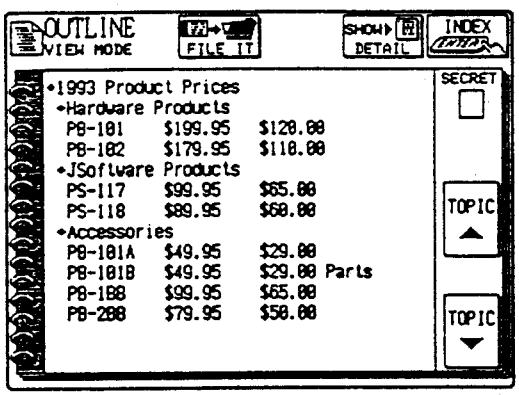
### Joining two topics into one

You can join (merge) any two consecutive topics into one using the application menu. A selected topic is joined to the topic above it.

In the **Outline** application,

1. In the View mode, select the topic you want join to the one above it.
   If the entry is in the one-line view mode, select full view mode (see p. xx), to display the all hidden parts of the outline.
2. Press [MENU▶] and select JOIN/SPLIT TOPIC.
   A submenu appears
3. Select JOIN 2 TOPICS.

   The topic you selected is joined with the one above it.



Because no space is inserted between the two topics when they are joined, you may want to select the new, joined topic in the Edit display mode, and make any desired changes, for example, adding a space, "and," etc.

☞ If you attempt to join two topics which, when joined, will exceed the limit of 2,048 characters, the operation will be automatically cancelled and nothing will happen.

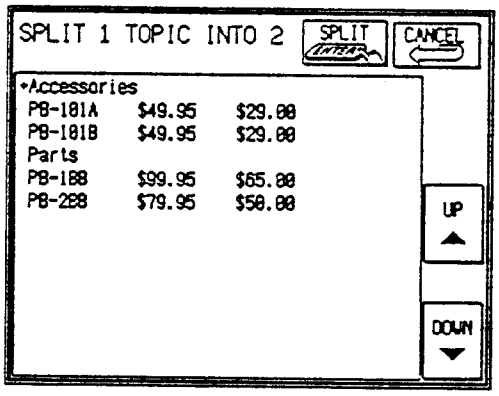


### Splitting one topic into two

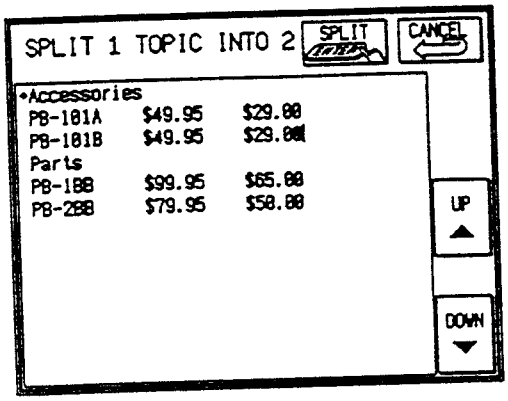
Any single topic can be easily devided (split) into two.

In the **Outline** application,

1. In the View mode, select the topic you want to split.
2. Press (MENU►) and select JOIN/SPLIT TOPIC.
   A submenu appears.
3. Select SPLIT 1 TOPIC INTO 2.
   The selected topic is displayed with the cursor positioned on the first character.




4. Move the cursor to the point where you want to split the topic (on the last character of the first topic).




5. Touch [SPLIT].
   The part of the topic following the cursor position becomes a new topic.

☞ If a topic that contains subtopics is split, the subtopics are assigned to the second, new topic.

Outline deletion

### Deleting topics

In the **Outline** application,

1. In the View display mode, select the topic you want to delete.
2. Press [MENU►] and select DATA DELETION.
   A submenu appears.
3. Select SELECTED FAMILY.
   The selected topic is highlighted, and a warning message appears asking if you are sure you want to delete it.
4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete a selected topic (family) by pressing [DEL] in step 2 above.

☞ If you select a topic for deletion, all the subtopics (see p. xx) below it will also be deleted. You may want to rearrange an outline beforehand to prevent this see p. xx.

### Deleting an outline

In the **Outline** application,

1. Select the outline you want to delete in the Index mode or display it in the View mode.
2. Press [MENU►] and select DATA DELETION.
   A submenu appears.
3. Select SELECTED OUTLINE.
   A warning message appears asking if you are sure you want to delete the outline.
4. Touch [YES] (or [NO] to cancel the deletion).

★ You can also delete an outline by pressing [DEL] in step 2 above. To do this in the View mode, the title must be selected.

### Deleting all outlines

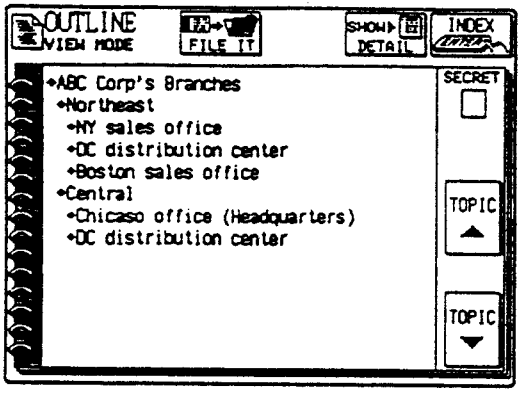
In the **Outline** application,

1. In the Index or View mode press [MENU►] and select DATA DELETION.
   A submenu appears.
2. Select ALL OUTLINES.
   A warning message appears asking if you are sure you want to delete all outlines.
3. Touch [YES] (or [NO] to cancel the deletion).

## Using subtopics (children)

The examples used so far have only contained one level of topics (excluding the title, which is always on the first level by itself). This simple outline form may be all you need to organize your information. You can, however, create subtopics for greater flexibility. Each subtopic belongs to the particular topic that is on the next level above it. A subtopic can, in turn, have its own subtopics; this can continue for 15 levels below the title. Subtopics are often referred to as "childen," the topic they belong to as the "parent," and parents and children together as a "family."

The example below shows an outline illustrating these points.




The hollow diamond indicates that the topic is a parent (has subtopics) while a solid diamond indicates that the topic has no children. This is useful because a topic's children may be hidden from view.

You can create a subtopic by pressing [►] before creating or when moving a topic. It will then become a subtopic of the topic directly above it. If you later find it necessary to reorganize an outline, you can promote a subtopic to the same level as its parent topic later using the [MOVE] key and the [◄] key.

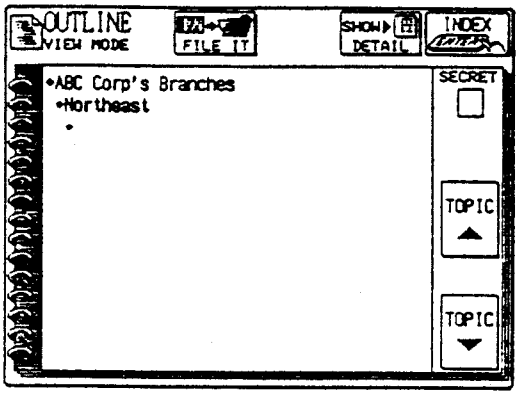
### Entering subtopics

Create the example above

1. Press [OUTLINE] to open the application.
2. Press [NEW ENTRY] and type in a title for the outline, then touch [STORE].
3. Type in the first topic, then touch [STORE].
4. Press [►] to make the second topic a child (subtopic) of "Northeast".

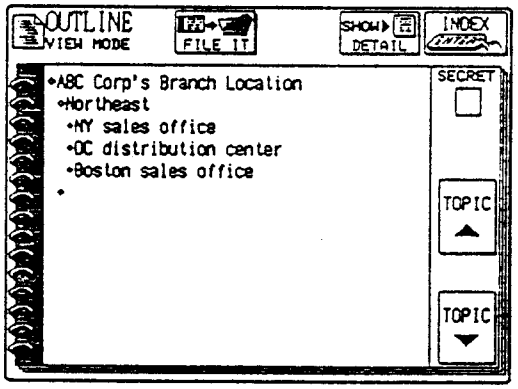
★ Touch the area to the right of ♦.

The cursor is now indented one character.




5. Now type in the text of the topic, and touch [STORE] when done.
6. Continue entering the outline until you get to "Central".
7. Press [◄] to place the new topic "Central" on the same level as "Northeast".

★ Touch the area to the left of ♦ .




8. Continue and complete the outline in this manner.

☞ [◄] moves the cursor from a selected topic to its parent. This is a quick way to move up through the levels in an outline.

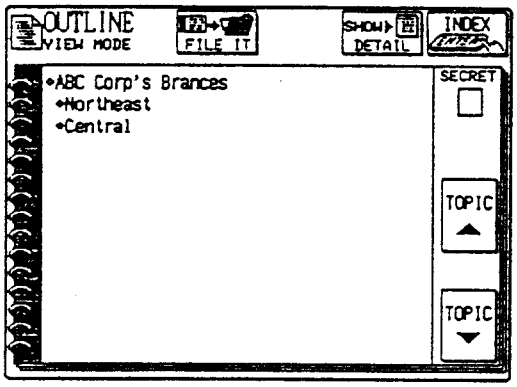
### Collapsing families

As an outline grows in size and depth, you may find it difficult to manage. The collapse function allows you to condense the view and later expand only those topics and families that you need to see.

It hides all subtopics, displaying only first-level topics and the title.

In the **Outline** application,

1. Display the entry in the View mode.
2. Press (MENU►) and select COLLAPSE ALL.
   All subtopics are collapsed into their topics and eliminated from the display.




★ If you want to collapse only one specific family, select its parent topic and press (EXP/COL). All subtopics belonging to that topic will be hidden from view.

### Expanding families

All subtopics that have been collapsed in a family or in the entire outline can be expanded.

In the **Outline** application,

1. Display the collapsed outline in the View mode.
2. Select the topic you want to expand, or the title if you want to expand the entire outline.

3. Press (MENU▶) and select EXPAND FAMILY.

   All subtopics of the selected topic are displayed to the furthest level beneath the topic.

   You can also expand a family to display only the next-level subtopics below the parent topic.

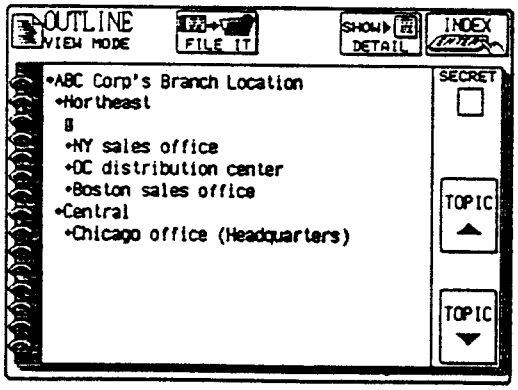
   In the **Outline** application,

1. In the View mode, select the topic whose next-level subtopics you want to see.
2. Press (EXP/COL).

### Restructuring families

You can move, delete, join and divide families just as you can topics. However, these operations will affect the entire family regardless of whether or not the topic is collapsed and its subtopics are visible.
So you have to proceed with caution. The following restrictions apply when working with families.

- You may not be able to change the level of a collapsed family in certain situations. No other topics may be moved into a family unless the family is expanded. In general, if you are having problems with moving, expand all of the families (see p. xx) and then try the desired move again.
- You cannot insert a topic between a parent and its child at the same level as a parent. For example, press (◄) in the situation below would not move the flashing ▮ to the left.



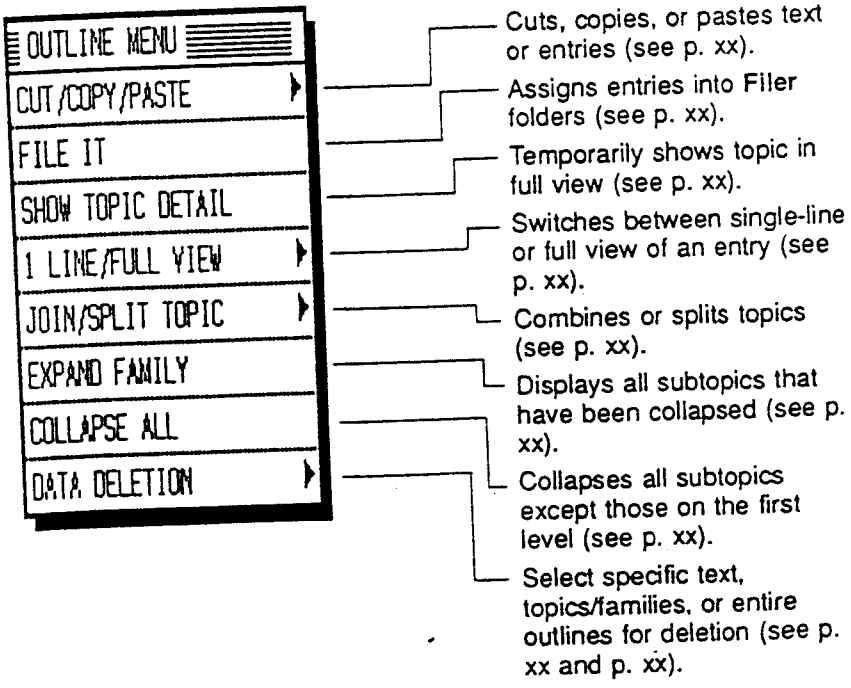
- When moving topics (or families):
  a. You cannot indent a topic more than one character to the right of the topic directly above it.
  b. You cannot indent a topic directly below a collapsed family. You first have to expand the family.
  c. You cannot move a topic one character to the left if this action would split up a parent and child. Move the selected topic to another location and then promote it.

- If you divide a topic that has subtopics (children), the second half of the divided topic will become the parent of these subtopics. The two parts of the original topic remain on the same level.

- You should not attempt to join a topic with a collapsed topic above it. If you do, the Organizer will ask for confirmation. If you continue, it will combine the topic with the last topic in the preceding topic's family. It is better to first expand the collapsed topic's family in order to see what you are combining with.



**The Outline application menu**


OUTLINE MENU
CUT/COPY/PASTE
FILE IT
SHOW TOPIC DETAIL
1 LINE/FULL VIEW
JOIN/SPLIT TOPIC
EXPAND FAMILY
COLLAPSE ALL
DATA DELETION
Cuts, copies, or pastes text or entries (see p. xx).
Assigns entries into Filer folders (see p. xx).
Temporarily shows topic in full view (see p. xx).
Switches between single-line or full view of an entry (see p. xx).
Combines or splits topics (see p. xx).
Displays all subtopics that have been collapsed (see p. xx).
Collapses all subtopics except those on the first level (see p. xx).
Select specific text, topics/families, or entire outlines for deletion (see p. xx and p. xx).

# 6 Desk Accessories



The "desk accessories" are valuable utilities available to you at any time. The **Calc** (Calculator) and **Clock** applications can quickly provide information—whether calculating a sum or simply checking the time—when you need it. And the **Scrapbook** application lets you draw directly on the display even when another application is being used. This chapter provides all the information you need to use all of the simple but robust features in each of these applications.

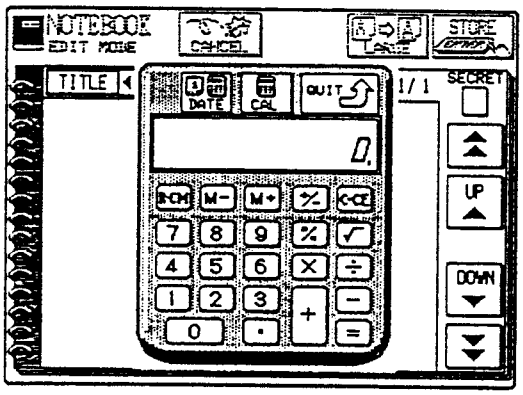
# The Calc (Calculator) Application

The Organizer has a 10-digit calculator which performs mathematical operations, including square root and percentage calculation, and can also calculate duration of time based on a date, such as the number of days you have to complete a project. In addition, it has a "paperless printer" feature, which displays calculations in "readout" form on the display.
There are three different displays in the **Calc** application, and the application opens with the display that was last used.

**Performing calculations**

1. Press [CALC] to open the application window.

   The calculator's key pad appears on the display in the **Calc** window.




2. Enter the calculation by touching the key pad.

★ You can also use the numeric and mathematical symbol keys on the keyboard.

Touch [QUIT] to close the **Calc** window.

☞
- To clear an entered value, touch [C·CE] once, and to clear a calculator operation, touch [C·CE] twice.
- Calculations are performed in the order of entry, not according to algebraic convention, i.e., 8+2x3=(8+2) x 3, not 8 + (2 x 3).

- M on the display indicates that a number is stored in memory. Touch [R-CM] twice to clear the memory.
- Press [►] to erase the last digit typed.
- E on the display indicates an error. Press [C·CE] to clear the error.
- Touch [+/−] to change the sign of an entered value.

→ For other calculation operations, see p. xx.

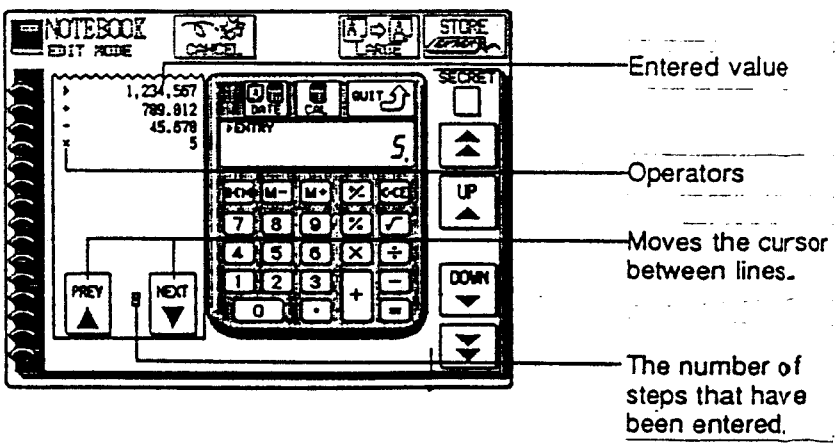
**The paperless printer**

In the basic calculator mode, only the results of a calculation are displayed. Using the paperless printer, you can retain the steps in a calculation and later edit that calculation. This allows you to change numbers and operators (+, −, x, ÷, =) and back up intermediate results within a calculation so that you do not later have to reenter the entire calculation.
[=], [M−], [M+] and [%] terminate a calculation sequence, and a value entered following any of these keys begins a new calculation. Using the paperless printer, a calculation sequence is retained until a new one is entered, or all steps are deleted using [DEL].
Up to 50 steps can be stored for a calculation. (Power calculations can be carried out using multiple multiplication. Otherwise, the functions are the same as those for the basic calculator mode.)



### Performing calculations

1. Press [CALC] to open the application window.
2. Touch [PRINTER]. Enter the calculation.

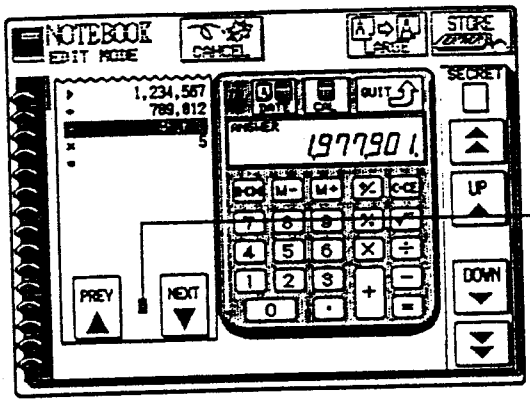


▶ marks the starting entry. The value on the display of the key pad is the value you have just entered or the interim or final result of the calculation, as indicated by ENTRY or ANSWER, respectively, shown above the value.

3. Touch [=] to get the result.

### Checking intermediate results

1. Touch [PREV] until you reach the line of the calculation you want to check.
   The total up to and including the highlighted line is displayed.



Indicates the current step

2. Touch [C·CE] once to return to the display of the final result, and again to clear the display.

### Editing calculations

### Inserting figures

1. Move to the line before which you want to insert the new value.
2. Press [INS].
   INSERT MODE briefly appears on the key pad's display.
3. Enter the operator and the value to be inserted then press [ENTER].
   The value is now included in the calculation.
4. Press [ENTER] again to get the total.

Once the total has been calculated the insert mode automatically changes to the normal entry mode. To return to the entry mode while editing a calculation, press [INS].

### Changing part of a calculation

1. Move to the line you want to change using [PREV].
2. Enter the new operator and value then press [ENTER].
3. Press [ENTER] again to get the new answer.

### Deleting a line

1. Move to the line you want to delete using [PREV].
2. Press [DEL].
3. Press [ENTER] to get the new total.

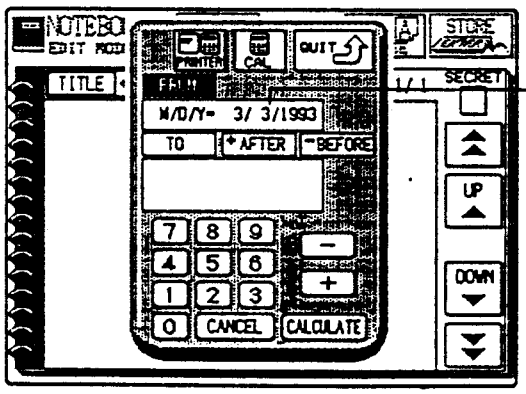
## Date calculation

Using the **Calc** application, you can calculate the period of time (in days) between two specific dates, and also determine what the date will be a certain number of days before or after a specific date.

### Calculating the number of days between two dates

In the **Calc** application,

1. Touch [DATE] on the window to call the date calculator. The current date is the default starting date. If you want the calculation to start from the current date, skip steps 2 and 3 below.



2. Touch [CANCEL] to clear the starting date field and enter the desired starting date.

★ You can also modify a specific part of a date by touching it or moving to it using [◄] and [►], then making the desired changes.

3. Touch [TO].

4. Enter the ending date.

5. Touch [CALCULATE].
The number of days between the two dates is shown.

☞
- If you make a mistake, touch [CANCEL] to return to a previous step.
- If you enter an invalid date or other value, for example, if you forget to enter the year, the operation will not be recognized and nothing will happen when you touch [CALCULATE].

### Calculating a date by specifying a number of days

In the **Calc** application,

1. Touch [DATE] on the window to call the date calculator.

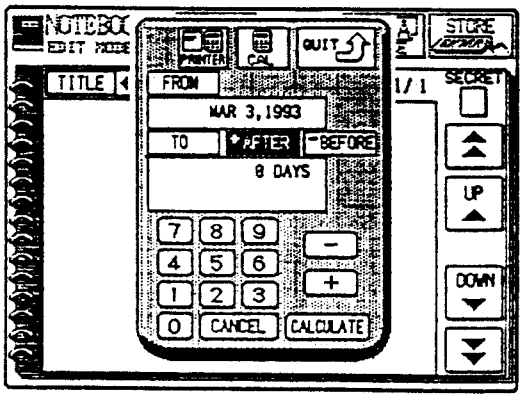
The current date is the default starting date. If you want to calculate a date from the current date, skip the next step

2. Touch [CANCEL] to clear the starting date field and enter the desired starting date.
(Be sure to prefix any single-digit month or date with a 0.)

★ You can also modify a specific part of a date by touching it or moving to it using [◄] and [►], then making the desired changes.

3. Touch [AFTER] to obtain a date in the future, or [BEFORE] for a date in the past.

★ Touch [+] or [−], respectively.




4. Enter the number of days to base your calculation on.
5. Touch [CALCULATE].
   The date is displayed.

★ You can continue to calculate dates in the future or past using the calculated date as a new starting date; after a date is calculated, touch [+] or [−], respectively. The calculated date is automatically entered in the FROM field. Proceed from step 4 above.

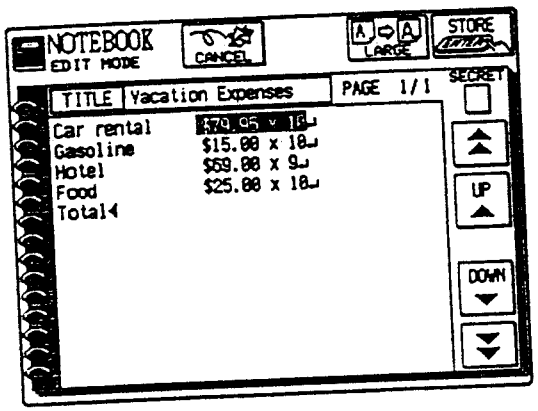
☞ If you make a mistake, touch [CANCEL] to return to a previous step.

## Using the Calculator with other applications

You can perform calculations that are written out in an entry in the **Calc** application. You can also transfer calculated values into an entry.

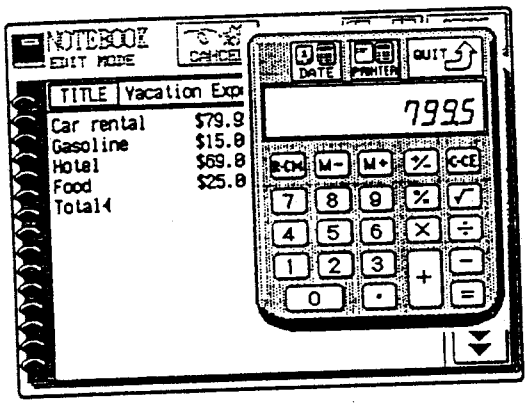
### From an entry to Calc

1. In the Edit or View mode of an application, press [CALC] to open the **Calc** window.
   (If the date calculator is open, touch [CALC] or [PRINTER] to perform normal calculations.)
2. Touch any part of the display outside the **Calc** window to activate the application.
3. Highlight the calculation you want to perform.




4. Press 2nd COPY.
5. Touch any place in the **Calc** window and press 2nd PASTE.
   The highlighted calculation is performed automatically, and the result is displayed in the **Calc** window.

★ Touching the **Calc** window instead of step 4 above will enter the calculation as well as the result in the **Calc** window.




### From Calc to entry

1. After a calculation, touch the value displayed in the **Calc** window to select it, and press 2nd COPY.
   The value is highlighted.
2. Switch to the Edit mode of an application and touch the position where you want to enter the calculated figure.

3. Press [2nd] [PASTE].

### Where -E- Appears

When any of the following situations occur, the error indicator -E- appears. Touch [C·CE] to clear the error.

- The integer part of the calculation result is within the range of 11 to 20 digits (a rough calculation is obtained).

  Example: 4567890123 [×] 456 [=] -E-
  (208.2957896 x $10^{10}$ = 208.2957896 2,082,957,896,000)

  - With the Paperless Printer mode, no rough calculation can be obtained.

- The integer part of the calculation result exceeds 20 digits.

  Example: [C·CE] 1000000000 [÷] 0.000000001 [%]

- The integer part of the numerical value in the memory exceeds 10 digits.

  Example: [C·CE] [R·CM] [R·CM] 9999999999 [M+] 1 [M+]

- A number is divided by 0.

  Example: [C·CE] 5 [÷] 0 [=]

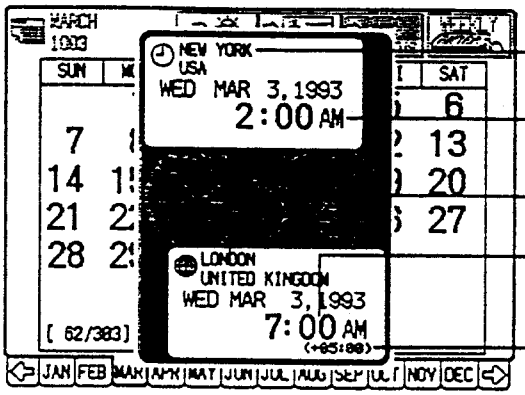
## Calculation examples

| Calculation | Example | Operation | Display (answer) |
|---|---|---|---|
| Arithmetic | 12 x 3 + 5 =<br>(–24) ÷ 4 – 2 = | 12 [X] 3 [+] 5 [=]<br>24 [+/–] [÷] 4 [–] 2 [=] | 41.<br>–8 |
| Constant | 34 + 57 =<br>45 + 57 = | 34 [+] 57 [=]<br>45 [=] The addend becomes a constant.<br>(Subtraction and division are performed in the same manner.) | 91.<br>102. |
| Percent | What is 10% of 200?<br>What percentage is 9 of 36? | 200 [X] 10 [%]<br>9 [÷] 36 [%] | 20.<br>25. |
| Add-on | What results from a 10% increase of 200? | 200 [+] 10 [%]<br>(or, 200 [X] 10 [%] [+] [=]) | 220. |
| Discount | What is 500 after a 20% discount? | 500 [–] 20 [%]<br>(or, 500 [X] 20 [%] [–] [=]) | 400. |
| Square root | $\sqrt{25-9}$ = | 25 [–] 9 [=] [√] | 4. |
| Power | $(4^3)^2$ = | 4 [X] [=] [=] [X] [=] | 4,096. |
| Reciprocal | 1/8 = | 8 [÷] [=] | 0.125 |
| Memory | (Summation)<br><br>25 x 5 =<br>–) 84 ÷ 3 =<br>+) 68 + 17 =<br>(Total) =<br><br>(Temporary memory)<br><br>(14 – 3 x 2) x<br>(52 – 35) = | [R·CM] [R·CM]<br>Clear the memory before performing any calculations.<br>25 [X] 5 [M+]<br>84 [÷] 3 [M–]<br>68 [+] 17 [M+]<br>[R·CM]<br><br>[R·CM] [R·CM]<br>14 [M+] 3 [X] 2 [M–]<br>52 [–] 35 [X] [R·CM] [=] | <br><br>125. M<br>28. M<br>85. M<br>182. M<br><br><br>6. M<br>136. M |

# The Clock Application

The Organizer's built-in clock makes it possible not only to know the correct time in your area, but also to know the time in other cities or any region around the world. The **Clock** is used as the reference time by the **Calendar**, **Schedule**, and **To Do** applications. In addition to these features, daylight saving time (DST) can be enabled for any city you designate.

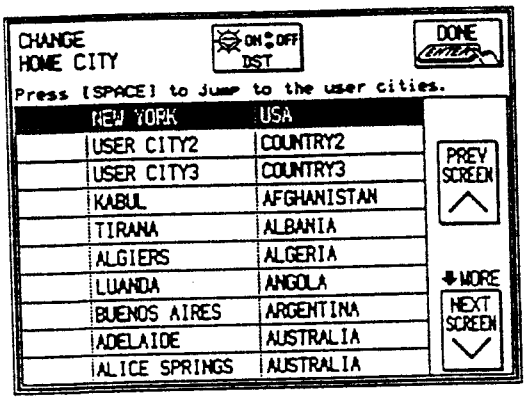
To view the Clock, simply press and hold (CLOCK).




## Changing the Home city

The Home city is the city selected for the local time. New York City is the default Home city. To change this setting:

1. Press (2nd) (TOOLS) to open the **TOOLS** menu.
2. Select SET CLOCK.
3. Select CHANGE HOME CITY.
   A list of cities appears. The first three cities are User Cities which you can define (see p. xx). The cities are listed in alphabetical order by country and then by city name.

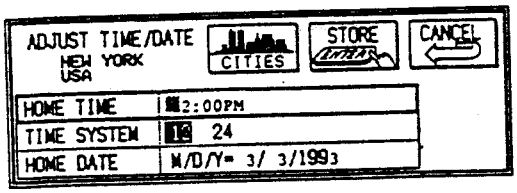



4. Type the first letter of the name of the country where the city you want to select is located. (For example, if you wanted to select San Francisco, you would type U' for United States.) Then use [PREV SCREEN] and [NEXT SCREEN] to display the city you want.
5. Select the desired city.
6. If daylight saving time is currently in effect for the selected city, touch [DST ON◄►OFF] to specify this. This advances the Home time by one hour. ☼ appears beside the city, indicating that daylight saving time has been set.
7. Touch [DONE].
   The Clock window appears briefly, indicating the new Home city. The time is automatically adjusted.

★ If you have set a User City and want to select it as the Home city, press [SPACE] in step 5 above to access it (see p. xx).

**Setting the time and date**

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select SET CLOCK.
3. Select ADJUST TIME/DATE.
   The TIME/DATE window opens.



The window has three fields—Home Time, Time System, and Home Date.

4. Enter the current time and press [AM] or [PM]. (Be sure to enter a 0 before any single-digit hour or minute setting.)
5. Move to the TIME SYSTEM field. Press [12◄► 24] to select whether you want the time shown in 12- or 24-hour format.

★ Touch the desired setting.

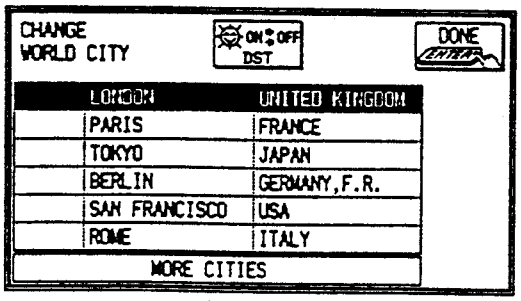
6. Move to the HOME DATE field. Enter the current month and day in two digits, and the year in four digits.
7. Press [STORE].
   The time and date are now stored.

★ You can access the CHANGE HOME CITY window from this window by touching [CITIES]. Because the Organizer automatically adjusts the time after the Home city is changed, it is recommended that the Home city be selected before setting the time and date.

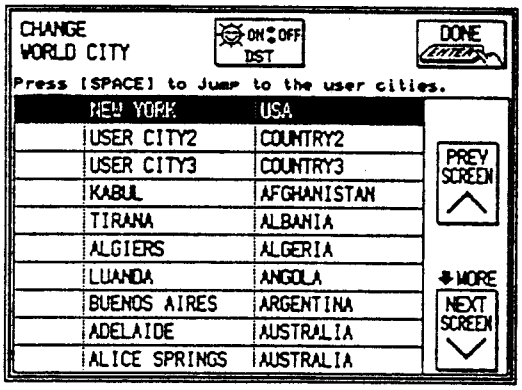
## Checking the time in a city

You can find out the time anywhere in the world using the **Clock** application, based on the difference between the time in the Home city and the selected region. Specifying a city as the World city will display the time in that city when you touch and hold [CLOCK]. London is the default World city.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select SET CLOCK.
3. Select CHANGE WORLD CITY.
   A list of six cities appears. The cities in this list will be those that you last selected, or checked the time in. The currently selected World city is at the top of the list.




4. • If the city you want to select as your World city is on the list, select it and then proceed from step 7 below.
   • If the city you want is not on the list, touch [MORE CITIES].




   A list of cities appears. As in the HOME CITY list, all cities in this list are in alphabetical order according to country name.

5. Type the first letter of the name of the country where the World city you want to select is located.

6. Select the desired city.

7. If daylight saving time is currently in effect for the selected city, touch [DST ON◄►OFF] to specify this. ☼ appears beside the city, indicating that daylight saving time has been set.

8. Touch [DONE].
   The city is selected as the World city and the window closes.

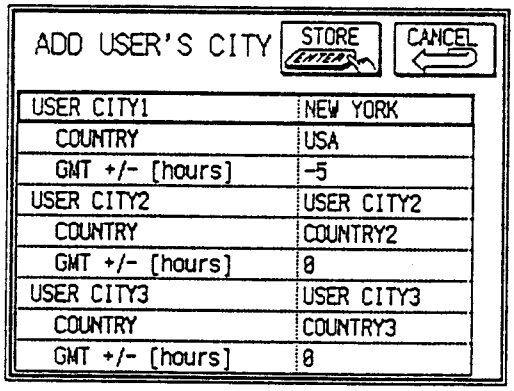
The **Clock** window briefly appears, indicating the time in the selected World city.

★ You can press [SPACE] at any time to display User Cities (see p. xx).

**Adding a User's city**

The **Clock** application lets you register your own cities, called "User cities," and designate them as the Home and World cities.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select SET CLOCK.
3. Select ADD USER'S CITY.
   The USER'S CITY window opens.




You can set up to three cities. In the Organizer's default settings, New York has been designated as USER CITY1, which is also the default Home city.

4. Move to the field you would like to change—USER CITY1, 2, or 3.
5. Press [⇧] [NEW ENTRY] to delete the current setting and enter the name of your desired city.
6. Move to the COUNTRY field.
7. Delete the current setting and enter the name of the country where the city is located.
8. Move to the GMT (Greenwich Mean Time) field.

In this field you set the time difference between your selected city and Greenwich Mean Time (the international time reference).

9. Enter the time difference between your city and GMT, referring to the diagram on p. xx. Press [–] before a number for a negative time difference. You can specify any value from –11.5 to +12 with 0.5 hour precision.

10. Touch [STORE].
The city you entered is set as a User city, and is listed on the first page on both the Home and World City list.

→ To select the User city you have just entered as the Home or World City list, see p. xx and xx, respectively.

Daylight saving time

**Assigning DST to a city**

Designating daylight saving time for a city automatically sets the time for that city one hour ahead.
This can be done using either the Home City or World City list, accessed from the menu.

1. Press [2nd] [TOOLS].
2. Touch either CHANGE HOME CITY or CHANGE WORLD CITY.
3. Bring the desired city to the display using [PREV SCREEN] and [NEXT SCREEN], then select it.
4. Touch [DST ON◄►OFF].
☼ appears to the left of the city, indicating that DST has been assigned to it.

To unassign a city's DST setting, simply follow the above procedure and touch [DST ON◄►OFF] again (the button toggles between on and off).

**Enabling and disabling DST**

Once DST is assigned to a city, it remains in effect until it is unassigned. To avoid the inconvenience of assigning and unassigning DST for each individual city, you can turn all DST settings on and off simultaneously.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select SET CLOCK.
3. The current DST settings (enabled or disabled) are indicated by an asterisk. To enable DST on all cities for which it is assigned, touch ENABLE DST. To disable DST on these cities, touch DISABLE DST.

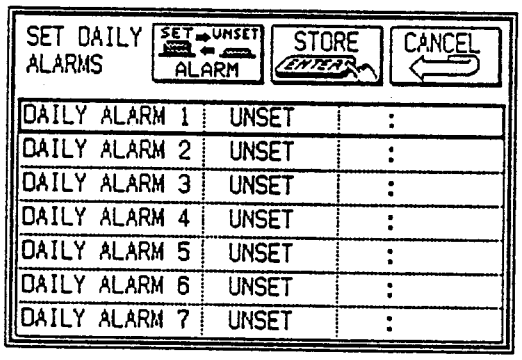
**Setting daily alarms**

You can set alarms separately from **Schedule** events, just like on a regular clock, using the **TOOLS** menu. Set alarms will sound even if the Organizer is turned off. This can be especially convenient, for example, when you need an alarm as a reminder or to wake you up, but do not want to make a full **Schedule** entry.

From any application,

1. Press [2nd] [TOOLS] to open the **TOOLS** menu and select SET DAILY ALARMS.

   The SET DAILY ALARMS setting window opens. You can set up to seven alarms.




2. Enter the time that you would like an alarm to go off.
3. Touch [SET—UNSET ALARM].
4. Move to the next field and set any alarms you want to set using this procedure.
5. Touch [STORE] (or [CANCEL] to cancel the setting).

### Turning alarms on and off

To turn off an alarm that is sounding, press [ON]. Alarms will turn off automatically after sounding for 20 seconds. To unset an alarm, select SET DAILY ALARMS from the **TOOLS** menu, select the alarm you want to turn off, and touch [SET—UNSET ALARM] (alarms are indicated as set or unset in the display's middle field).

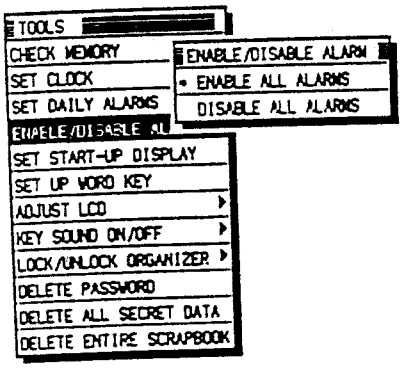
★ You can also press [2nd] [ALARM] after selecting the desired alarm.

### Disabling all set alarms

There may be a time when you do not want to hear any of the set alarms. You can disable all Schedule and Daily alarms at once.

From any application,

1. Press [2nd] [TOOLS] and select ENABLE/DISABLE ALARM.
   The ENABLE/DISABLE ALARM submenu opens. The setting in effect is indicated by an asterisk.




2. Select DISABLE ALL ALARMS.
   All alarms are turned off until you use the above procedure to turn them on again by selecting ENABLE ALL ALARMS.

# The Scrapbook Application

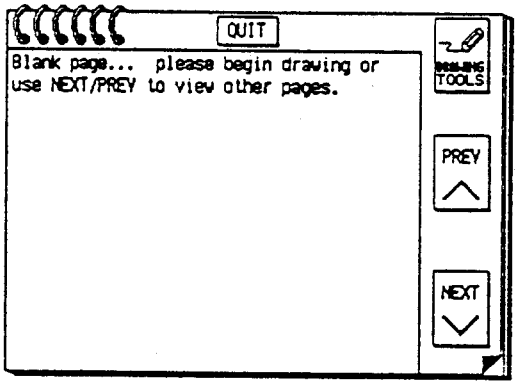
The Organizer's **Scrapbook** makes it possible to draw maps, create illustrations, or make a quick note writing directly on the display. The drawings can then be pasted into entries in the **Tel** and **User File** applications, and become part of those database (see p. xx).

☞ Graphic entries take up a lot more space in the Organizer's memory than text entries, so it is a good idea to delete those graphic entries you do not need, or copy them to a RAM memory card.

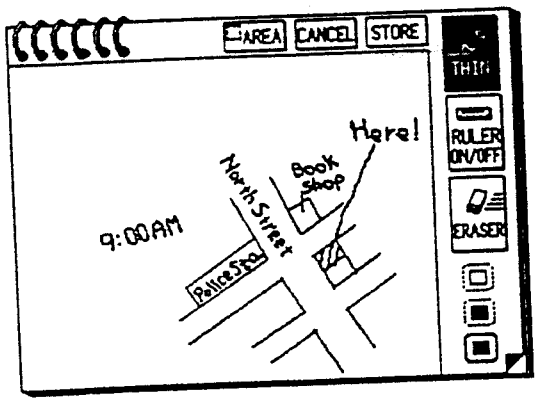
➔ General operations for graphic entries using the **Scrapbook** application were introduced in Chapter 2. If you want to review those operations, turn to page xx.

**Making new entries**

1. Press [SCRAPBOOK] to open the application.
   A "blank page" opens.



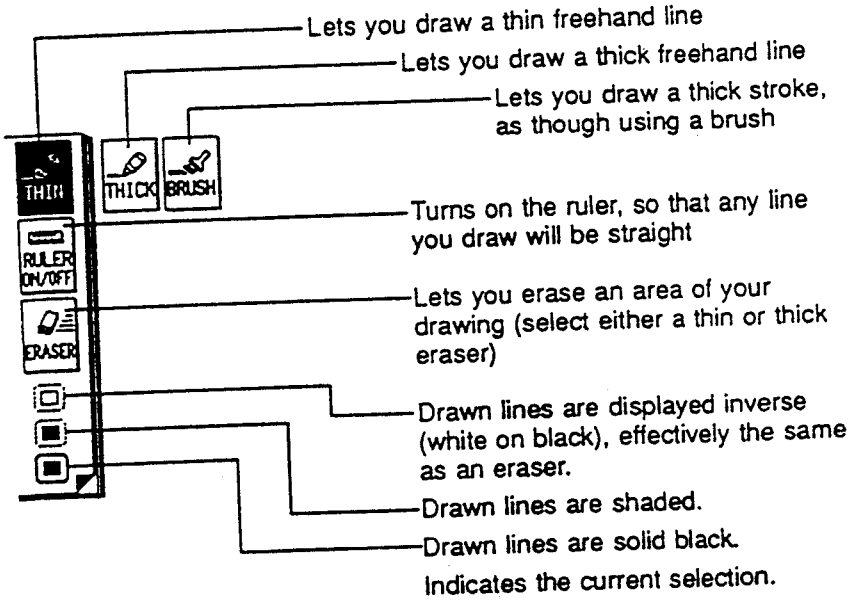

2. Using the touch pen, start writing whatever you would like directly on the display.
   The page automatically changes to the "drawing page." THICK is the selected drawing tool (for an explanation of drawing tools, see below).




3. Touch STORE.
   Your drawing is now stored, and the display changes to the viewing page.
4. Touch NEW to make another entry, or touch QUIT to close it.

## Using the drawing tools

The drawing tools add versatility and capability to creating graphics with the Organizer. The palette of drawing tools comprises:


Lets you draw a thin freehand line
Lets you draw a thick freehand line
Lets you draw a thick stroke, as though using a brush
THIN
THICK
BRUSH
Turns on the ruler, so that any line you draw will be straight
RULER ON/OFF
Lets you erase an area of your drawing (select either a thin or thick eraser)
ERASER
Drawn lines are displayed inverse (white on black), effectively the same as an eraser.
Drawn lines are shaded.
Drawn lines are solid black.
Indicates the current selection.

To select a drawing tool, touch the appropriate button. Highlighted buttons indicate the current selection. The thin, thick, and brush drawing tools are all accessed through the same touch button. They can be cycled through (in the order of thick → brush → thin → and back to thick) by touching the button repeatedly.

**Finding entries**

Entries are saved in the order that they are stored, and are displayed using [PREV] or [EDIT] from the initial blank page screen.

**Editing entries**

In the **Scrapbook** application,

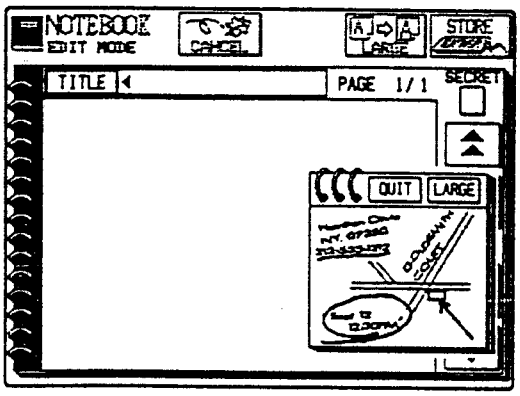
1. Display the entry you want to revise using the procedure above.
2. Touch [EDIT].
   The drawing page is displayed.
3. Make any desired changes.
4. Touch [STORE].
   The revised drawing is now stored.

**Using the Scrapbook with other applications**

While working with one application, you can easily keep the **Scrapbook** window open on the display, making it small in size so you can reference it when necessary (you cannot make new entries or edit entries using the small **Scrapbook** window).

In an application,

1. Press [SCRAPBOOK].
2. Display an entry to the viewing page using the procedure above.
3. Touch [SMALL] (along the top of the window).
   The window takes up less space on the display, and the application you have selected appears.




4. Touch anywhere outside the window to activate the application.
   The **Scrapbook** commands are dimmed on the display, indicating that the **Scrapbook** is now deactivated.

5. To view other **Scrapbook** entries, activate the **Scrapbook** by touching anywhere within the window and press [PREV] or [NEXT].

   You can move the small **Scrapbook** window to any place you like. Touch the window in the upper left-hand corner and drag the window it across the display to the desired location.

   To restore the window to its large size, touch [LARGE] when the **Scrapbook** is activated.

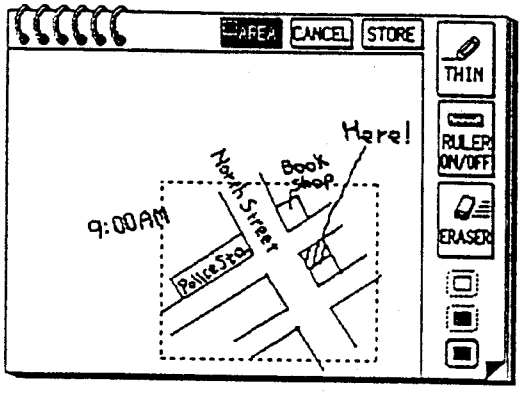
### Selecting an area

You can select a section of a drawing for copying, deleting, and other operations.

In the **Scrapbook** application,

1. Make sure you are on the drawing page and touch [AREA]. This activates an "area operation."
   You select an area by drawing a line diagonally across it. The Organizer recognizes the line as a diagonal and places a rectangular box around it, which marks the area for an operation.

2. Draw a line to select the area you want.



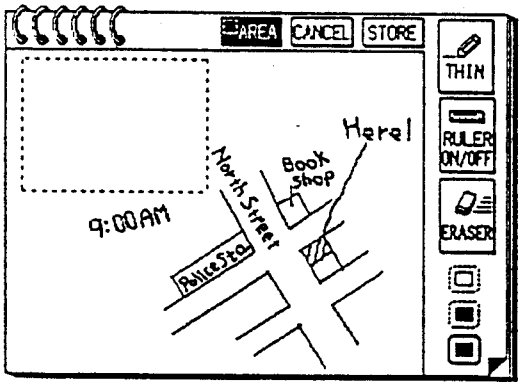

3. Proceed to the sections below corresponding to the operation you want to perform on the selected area.

   To deselect an area, simply touch anywhere in the drawing area.

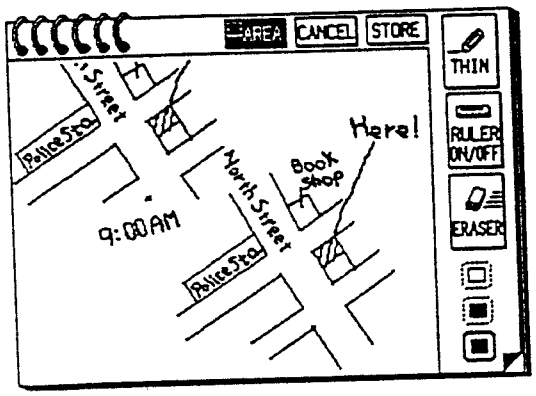
**Moving or copying sections of graphic entries**

You can move or copy graphics only within the **Scrapbook** application.

1. Select the area to be moved or copied to another location.
2. Press [2nd] [CUT] to move or [2nd] [COPY] to copy.
3. Select the area you want to move or copy the drawing to.




4. Press [2nd] [PASTE].




☞ You cannot reduce or enlarge an area of graphics. No matter what size area you select to paste to, the cut/copied graphics (or a part there of) will be reproduced at the same size as the original.

→ For a full explanation of the CUT/COPY/PASTE function, see p. xx.

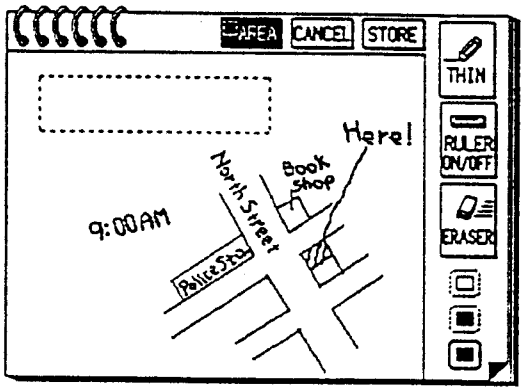
**Deleting sections of graphic entries.**

1. Select the area you want to delete.
2. Press [DEL].

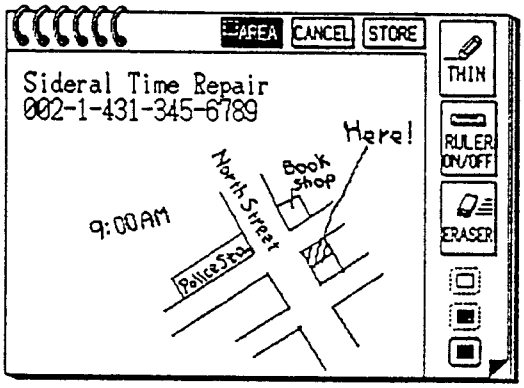
**Adding text strings to graphic entries**

You can import text from other applications to the **Scrapbook.**

1. Display the entry that you want to import text from in the View modey.
2. Copy the desired text using the CUT/COPY/PASTE function.
3. Press [SCRAPBOOK].
4. Display an existing drawing and touch [EDIT], or begin drawing to make a new entry.
5. Select the area where you want to place the text.




6. Press [2nd] [PASTE].




## Deleting entries

### Deleting single entries

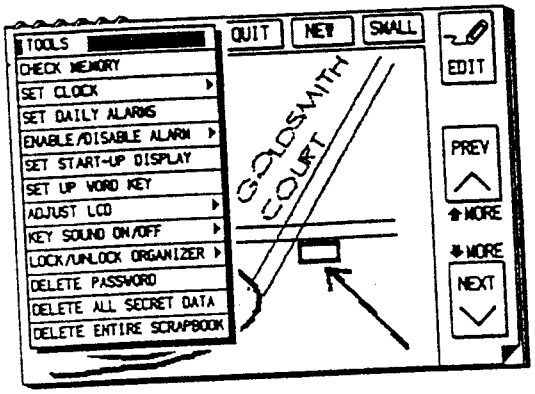
In the **Scrapbook** application,

1. Display the drawing you want to delete.
2. Press [DEL].
   A warning message appears asking if you are sure you want to delete the entry.
3. Touch [YES] (or [NO] to cancel the deletion).

### Deleting all entries

In any application,

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.




2. Select DELETE ENTIRE SCRAPBOOK.
   A warning message appears asking if you are sure you want to delete all the **Scrapbook** entries.
3. Touch [YES] (or [NO] to cancel the deletion).

# 7 Features and Utilities for Added Power



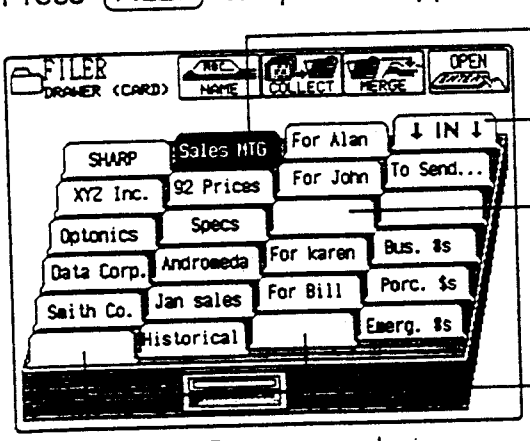
In addition to its basic features, the Organizer also provides an array of utilities that gives you even greater control over your information. This chapter introduces and explains those features, from cut, copy, and paste, to filing, filtering selected entries, and more. Not everyone will need to use all of these features on a daily basis—pick and choose from among them to find those that suit the job at hand and your own working style.

☞ Generally speaking, all of the Organizer's applications share the features explained in this chapter. Exceptions are noted.

# The Filer Application

This unique and easy-to-use application allows you to manage your information by topics rather than by type of entry. Using **Filer** folders, you can organize information the same way as you would in your office. For example, suppose you have a project called "Andromeda". In your Organizer you might have the names and phone numbers of three personnel involved in the project stored in one of the **Tel** files, two pages of meeting notes in the **Notebook** application, one outline describing the project, three action items in the **To Do** application, and five Andromeda meetings in the **Schedule** application. With the **Filer**, you can assign all entries related to the Andromeda project to a single folder, then simply select the folder when you want to carry out an operation such as view, print, transfer, delete, etc. This makes it possible to manage all entries related to the project as a single folder.

Press [FILER] to open the application.




Selected folder

All entries received from another Organizer, E-mail, etc., will automatically be assigned to this folder. (See p. xx.)

Name labels

Blank name labels indicate the empty folders.

Filer Drawer example

The Filer Drawer is the initial display in the **Filer** application, from which you can manage folders and perform various operations on them.

Before you can use this convenient application, you must first assign the entries to folders.

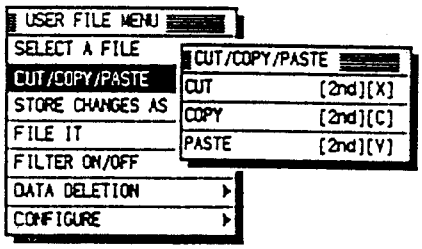
# Copying or Moving a Block of Text

The Organizer lets you cut, copy, or paste blocks of text or selected areas of graphic images, as well as entire entries, using a combination of menu commands and keyboard operations. The first step in cutting, copying, and pasting is to select the block of text or the area of the graphic you want to work with. If necessary, review the relevant sections explaining this procedure in Chapter 2, General Operations.

Text or a graphic that has been cut or copied is stored on the Organizer's internal "clipboard." Only one block of text or graphic can be stored on the clipboard at a time, and it will remain there until a new block of text or graphic is cut or copied. There is no limit to the number of times you can paste text or graphics from the clipboard.

You can cut, copy, or move blocks of text in virtually any application.

1. Select an entry in the Index mode or display it in the View mode of an application and press [EDIT].
   The entry opens in the Edit mode.
2. Select the text that you want to move or copy.
3. Press [MENU▶] and select CUT/COPY/PASTE.
   The CUT/COPY/PASTE submenu appears.




- "Cutting" means moving text or a graphic from one location to another. The text or graphic is deleted from its original entry.
- "Copying" means copying text or a graphic and moving

that copy to a new location. *The original text or graphic is not deleted or changed.*

- "Pasting" refers to the operation of inserting text or a graphic which has been cut or copied into a new location, just as if it had been typed in. The paste function cannot be used unless text or a graphic has been either cut or copied.

4. Select CUT if you want to delete the selected text so that it can be pasted to a new location. A message appears asking if you are sure you want to delete the text from the entry. Touch [YES] to proceed (or [NO] to cancel the operation).
   Select COPY if you want to make a copy of the text (and leave the original unchanged).
5. Touch [STORE] if you want to store the original entry with any changes, or touch [CANCEL].
6. Move the cursor to the location where you want to place the text, either within the same entry or in another entry.
7. Press [MENU▶] and select CUT/COPY/PASTE.
8. Select PASTE from the submenu.
   The text you selected is now moved or copied to the new location.
9. Touch [STORE] to store the moved or copied text in its new location.

★ You can use the following "keyboard shortcuts" instead of the menu to cut, copy, and paste:

- CUT [2nd] [X]
- COPY [2nd] [C]
- PASTE [2nd] [V]

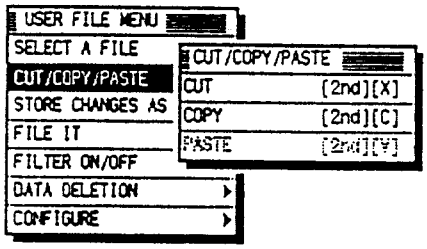
→ For a full explanation of using CUT/COPY/PASTE with graphics, see p. xx.

☞ Only numbers and operators can be pasted to and from the **Calc** application window.

# Copying or Moving Entries

The CUT/COPY/PASTE function also provides a quick, convenient way for you to copy or move an entire entry to another location. Entries do not have to be in the same file or even in the same application—CUT/COPY/PASTE works across virtually all applications. Graphic entries, however, can be copied or moved only within the **Scrapbook** or to a picture field in a **Tel** or **User File** entry, or to the start-up display.

1. Display an entry that you want to copy or move in the View mode, or select it in the Index mode.
2. Press [MENU►] and select CUT/COPY/PASTE. The submenu appears.




3. Select CUT if you want to move the entry. A message will ask if you are sure you want to delete the entry from its present location. Touch [YES] to proceed (or [NO] to cancel the operation).
   Select COPY if you want to make a copy of the entry.
4. Press [NEW ENTRY] in the application you want to move or copy the entry to. You can also append the copied/cut entry to an existing entry. Open an entry in the Edit mode, and move the cursor to the position where you want to append the entry.
5. Open the menu for the application.
6. Select CUT/COPY/PASTE.
7. Select PASTE from the submenu.

The entry you selected is now moved or copied to the new location.

★ You can also use the keyboard shortcuts to carry out the above operation.

☞
- In the View mode in the **Outline** application, to copy or move an entire outline, you must first select its title. If you select a topic in the outline, only the selected topic and its subtopics will be copied.
- **Scrapbook** entries can only be pasted within the Scrapbook application or into the picture field of a **Tel** or **User File** entry (see p. xx). Pasting **Scrapbook** entries in a text field only displays "«PICTURE»" in that field.

## Creating a New Entry Based on an Existing One

You may sometimes find it convenient or necessary to make changes to an entry without losing any of the information in the original entry in order to make a new entry that is very similar to a previous one.
In the **Notebook** application, for example, you may want to make a copy of a business letter so you can use the format in another letter.
STORING CHANGES AS NEW in the menu is ideal for cases such as these. It lets you edit or change an entry, then store those changes in a new entry, then store those changes in a new entry, ensuring that information in the old entry remains just as before.

1. Recall an entry and make any changes to it that you would like in the Edit mode.
2. Open the application's menu and select STORE CHANGES AS NEW.
   The edited entry is now stored as a new entry, and the original remains unchanged.

★ Instead of using STORE CHANGES AS NEW in the

menu, you can edit the entry, as above, then simply press [2nd] [ENTER] to store the revised entry.

☞
- In the **Notebook** application, you will be asked under which title the new entry should be stored. Enter the new title and touch [STORE]. If you use the same title as for the original entry, you will have duplicate titles for entries with different contents.
- The **Scrapbook** application does not have a menu, so you must use [2nd] [ENTER] to store changes as new in this application.
- There is no STORE CHANGES AS NEW function for the **Outline** application.

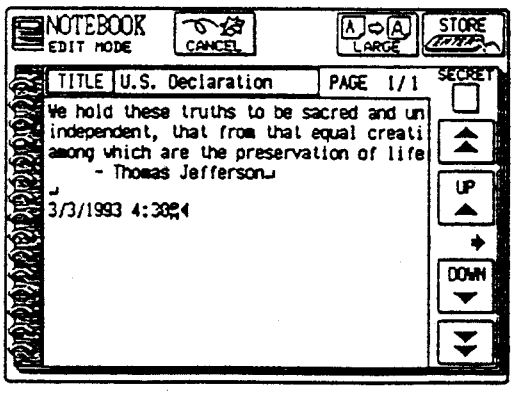
## The Time Stamp and the Date Stamp Functions



The time and date stamp function can be used to insert or "stamp" the current time and date anyplace in an entry, including entries in applications that reference the Organizer's built-in clock, such as **Schedule** and **To Do**. This is very convenient for keeping track of such things as telephone conversations or when tracking expenses.

When entering data or editing an entry in an application,

1. Place the cursor at the location in the entry where you want to insert the time or date.
2. Press [2nd] [TIME STAMP] to insert the time, or [2nd] [DATE STAMP] to insert the date, or both. When you store the entry, the time and date stamps will be stored with it.



☞
- Time and date stamps inserted into an entry are included in any printout of the entry.
- You cannot stamp a **Scrapbook** entry with the time or date.

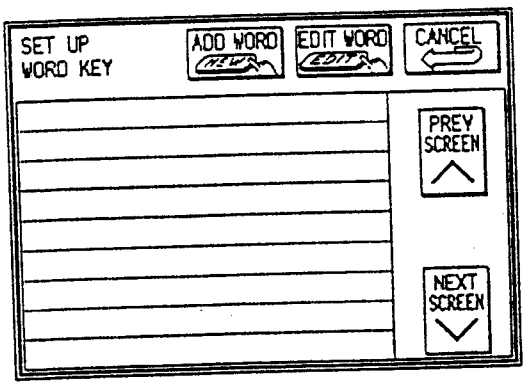
## The Word key

You may sometimes find yourself having to enter the same word over and over again—in lists, for example—or you may have several memos or letters you have to write that are all on the same topic. Using the [WORD] key, you can easily insert words, numbers, and phrases (up to 32 characters long) in an entry with the press of a key.

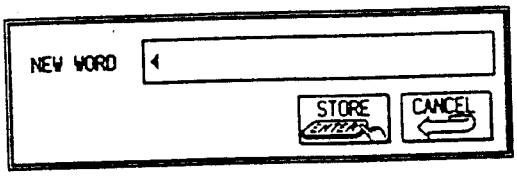
### Registering your words or phrases

There are no default words assigned to the Organizer's [WORD] key, so to use the key you must first register your words or phrases.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu, then select SET-UP WORD KEY.
   A list appears—now blank—which you will use to assign words to the Word key.




2. Touch [ADD WORD].
   A NEW WORD text box opens.



3. Enter any word, number, or phrase (up to 32 characters) that you want to be able to recall using [WORD].
4. Touch [STORE].
5. Repeat steps 2 to 4 above to register any other words you might like to insert into a document using [WORD]. Words are registered and sorted alphabetically.
6. Touch [CANCEL] when you are finished.

**Inserting a word or phrase with the Word key**

1. When entering or editing an entry in the Edit mode, place the cursor where you want to enter a word.
2. Press [WORD].
   The RECALL WORD window opens, showing an alphabetical list of the words you have registered.
3. Select the word you want to insert. Touch [PREV SCREEN] or [NEXT SCREEN] to bring up more words if necessary.
4. Touch [RECALL].
   The window closes and the word is inserted in the entry at the cursor position.

★ Touching a word twice in step 3 above also inserts it into an entry.

**Editing a word or phrase**

You can edit a word or phrase using basically the same procedure for adding a word or phrase (see above), but instead of touching [ADD WORD] in the SET-UP WORD KEY window, select the word you want to edit and touch [EDIT WORD]. An EDIT WORD text box opens. Make any desired changes and touch [STORE]. Then touch cancel to close the window.

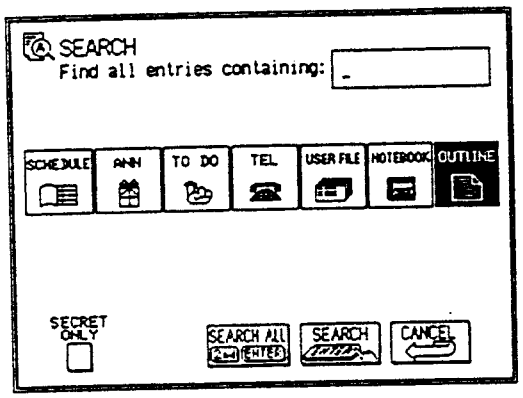
**Deleting a word or phrase**

If you find that you no longer need a particular word or phrase, it is easy to delete it. Select SET UP WORD KEY from the **TOOLS** menu, select the word or phrase you want to delete, and press [DEL]. A warning message appears asking if you are sure you want to delete the selection. Touch [YES] (or [NO] to cancel the deletion). Then touch [CANCEL] to close the window.

# Searching for Information

The Organizer's Search function lets you access your information quickly and easily. It searches all fields in all applications to find the keyword you have specified, then displays all entries that contain it.

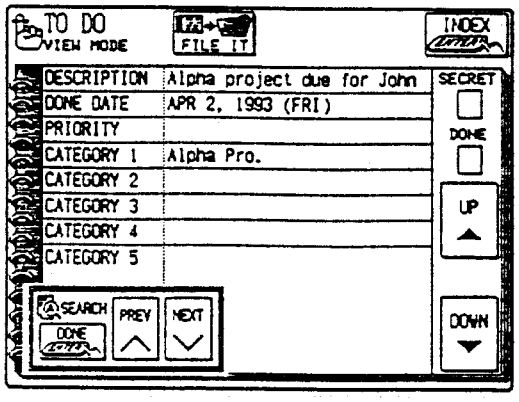
1. Press [SEARCH] (on the left of the display below the application keys) while in the Index, View or Edit mode of any application.
   The REARCH window opens.




2. Type the keyword (up to 16 characters) that you want to search for.

☞ To search only secret entries (see p. xx), touch the SECRET ONLY button. Entering a keyword is optional in this case.

3. You now have a choice as where to search:
   - To search a single application, touch the button for the desired application, then touch [SEARCH]. (To search the current application, simply press [SEARCH].)
   - To search all applications, touch [SEARCH ALL].




The first entry that contains the search string is displayed.

4. Touch [PREV] and [NEXT] to continue searching in either direction.
5. Touch [DONE] when you find the entry you want.

   If no match for the keyword can be found, a message will appear temporarily, and the display will return to the SEARCH window. Touch [CANCEL] to end the search.

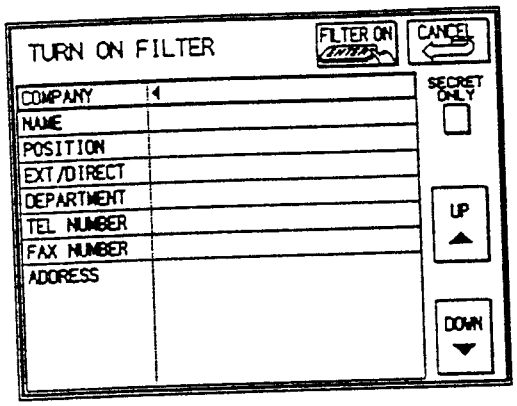
★ If you highlight text in an entry before pressing [SEARCH], the text is automatically entered as a keyword.

## The Filter Function

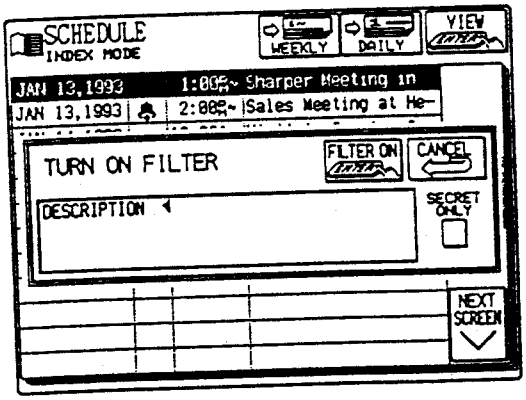
The Organizer's **Filter** function allows you to focus only on entries containing specified information in an application. For example, you could recall all the entries pertaining to a specific company. The **Filter** function does this by hiding all entries that do not match specified criteria from all the display modes of an application until the function is turned off.
You can edit or view the displayed entries normally while the **Filter** is turned on.
The **Filter** function is available only in the **Schedule**, **Tel**, and **User File** applications.

**Turning the Filter on**

1. Open the application—**Schedule**, **Tel**, or **User File**—containing the entries you want to work with. Go to the Index or View mode.
2. Press (MENU►) and select FILTER ON/OFF.
   A submenu appears.
3. Select TURN ON FILTER.
   - In the **Tel** and **User File** applications, a display similar to the Edit mode opens.




   - In the **Schedule** application, a TURN ON FILTER text box opens.




4. Touch the SECRET ONLY button to search secret entries only (See p. xx).
   You can extract all the Secret entries in the application by skipping step 5 below.
   (Touch the button again to deselect the feature.)

5. Type the keyword(s) you want to use as a filter. In the **Schedule**, keyword(s) must be those that appear in the DESCRIPTION field.
   In the **Tel** and **User File**, enter keywords in as many—or as few—fields as you want.
   The more keywords you enter, the more selective the filtering process will be.

6. Touch [FILTER ON].
   The filtering process begins and an Index page appears with the first entry that matches your criteria.
   If no matching entries are found, a message indicates this.

☞ • If a new entry is made when the function is on, the entry will be displayed even though it may not meet the criteria. If you want to remove these new entries, you will have to turn the **Filter** function off then repeat the above procedure.



**Turning the Filter off**

To turn off the **Filter** function, simply touch [TURN OFF FILTER] on the display or select TURN OFF FILTER from the FILTER ON/OFF submenu.

**Deleting filtered entries**

The **Filter** function also makes it possible to delete a group of entries related to one or several topics. This can be extremely helpful, for example, if you complete a project that has several entries relating to it, saving you time by deleting them as a group instead of one by one.

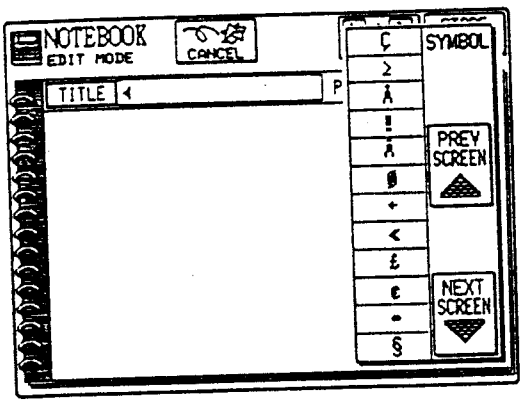
In the **Schedule**, **Tel**, or **User File** application,

1. Turn on the **Filter** and use keywords to collect the entries you want to delete.
2. Press [MENU►] and select DATA DELETION.
   A submenu appears.
3. Select FILTERED ENTRIES.
   A message appears asking if you want to delete all filtered entries in the application.
4. Touch [YES] (or [NO] to cancel the procedure).

# Special Characters

The Organizer has a twelve-page menu containing 136 symbols and accented characters, such as ù, í, and ç, plus one page for 12 often-used symbols. These symbols and accented characters can be easily accessed and inserted into an entry. Selecting any of these special characters inserts it at the cursor location.

1. When entering data or editing an entry in the Edit mode, position the cursor where you want to insert a symbol or special character.
2. Press [SMBL] on the keyboard.
   The Symbol menu appears on the right side of the display.




3. Touch [PREV SCREEN] or [NEXT SCREEN] until you find the character you want to enter (there are 13 menu pages to look through).
4. Touch the desired symbol to select it.

★ Use the cursor keys and press [ENTER].

The symbol menu closes and the selected character is inserted into the entry.

☞
- When you next open the Symbol menu, the character you selected is at the top of the first page. The Organizer automatically moves the 12 characters most recently selected from the Symbol menu to its first

page, making it easy to quickly access characters that you use frequently.

- When printing an entry, depending on your printer's capability, some selected symbols and characters may not be printed (consult your printer manual).
- You can use the following keyboard shortcuts to append accents to characters:
  Accent Keyboard shortcut (followed by the desired letter)

| | |
|---|---|
| ~ | 2nd J |
| ` | 2nd K |
| ´ | 2nd L |
| ¨ | 2nd B |
| ^ | 2nd N |
| ç | 2nd M |
| ß | 2nd ' |

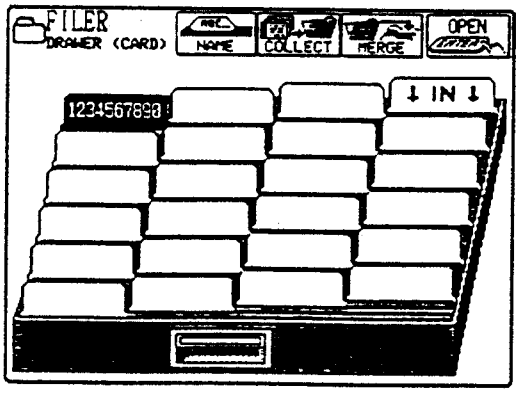
## Assigning entries to folders

There are two ways of assigning entries to a folder: you can assign a group of entries to one folder, or you can assign individual entries to one or more folders. No matter which type you decide to use, the entries themselves are not moved to or stored in the folder, they are simply assigned to it; the entries are retained in the applications that created them.

### Assigning related entries to one folder

You can place groups of entries linked by a common keyword into a specified folder using [COLLECT]. This function also lets you select which applications to search for entries containing the keyword.

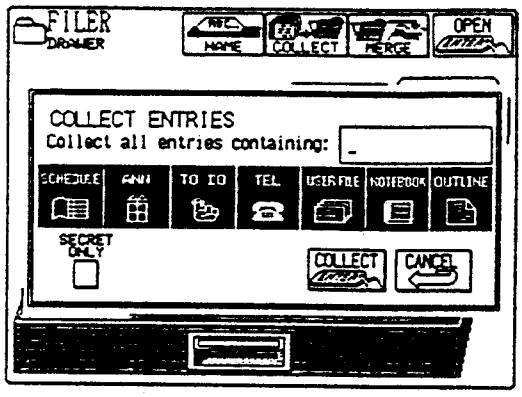
1. Press [FILER] to open the application.



2. Touch a name label to select the folder that you want to assign the entries to.

★ You can also use the cursor keys to Select a folder.

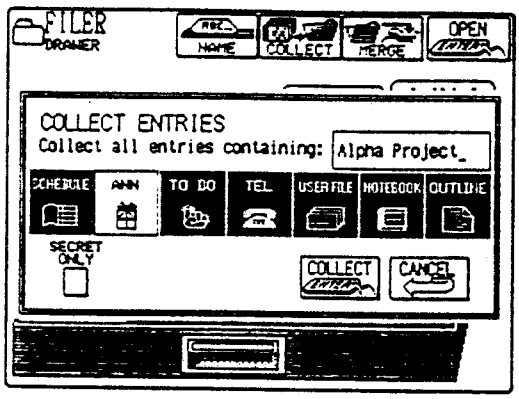
3. Touch [COLLECT].
The COLLECT ENTRIES window opens.



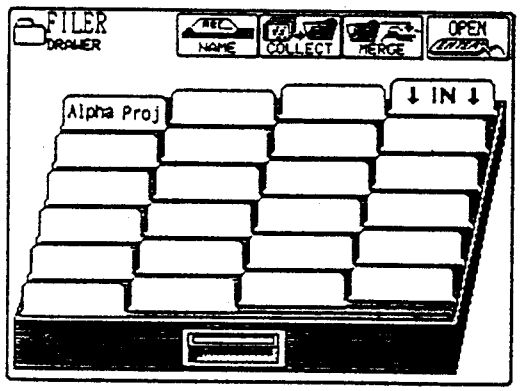

☞
- If you select a folder that already contains entries and touch [COLLECT], a message indicates that if you proceed the entries will be cleared from the folder. Touch [YES] to proceed (or [NO] to cancel the selection and choose another folder).
- You may notice that buttons for some applications are missing from the COLLECT ENTRIES window. It is not possible to create entries in the **Calendar**, **Calc**, and **Clock** application windows, so these applications are not included. Graphic entries cannot be assigned to folders, so the **Scrapbook** is also not included.
- If cleared from the folder RAM card is installed and selected, buttons to select an application in the card's memory will be displayed instead. For a full explanation of using RAM cards in the Organizer, see p. xx.

4. Enter a keyword up to 16 characters long. Letters, numbers, and symbols can all be used.
   - Touch the SECRET ONLY box to collect *only* secret entries. Entering a keyword is optional in this case. (Touch the box again to deselect it.)

5. Since all the applications are selected by default, touch the buttons to deselect any applications you do not want to collect entries from.




6. Touch [COLLECT].
A "Collecting" message appears. If there are no entries containing the keyword, a message indicates this. You may want to try again using a different keyword, or touch [CANCEL] to close the box.
All entries containing the keyword are assigned to the specified folder. The keyword is displayed as the name of the folder (or UNTITLED is displayed if you collected secret entries without specifying a keyword).



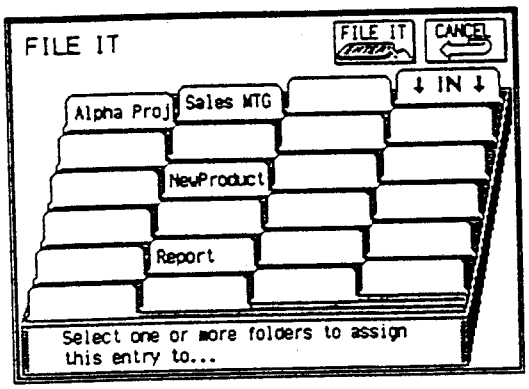

You can easily change the name as you like. See p. xx, "Naming and renaming folders".

★ You can also collect entries using the menu. After selecting the folder that you want to assign the entries to,

open the menu and select COLLECT ENTRIES. Proceed from step 4 above.

### Assigning a single entry to folders

1. Display the entry that you want to assign to a folder in the View mode of its application.
2. Touch [FILE IT].
   A window opens with a prompt asking where you want to file the entry.




3. Touch as many folders as you want to assign the entry to. (Touch a folder again to deselect it.)
4. Touch [FILE].
   A "Filed!" message is displayed and the View mode reappears.
   The entry is appended to any existing entries in the folder(s).

★ You can also assign single entries to one or more folders using the application menu for that entry. Display the entry in the View mode, press [MENU►] then select FILE IT from the menu. Proceed from step 3 above.

☞ When assigning single entries, if you select an empty folder to assign an entry to, the contents of the first text field of the entry are shown on the name label. You can easily change the name as you like. See the following section, "Naming or renaming folclers."

**Naming or renaming folders**

In the **Filer** application,

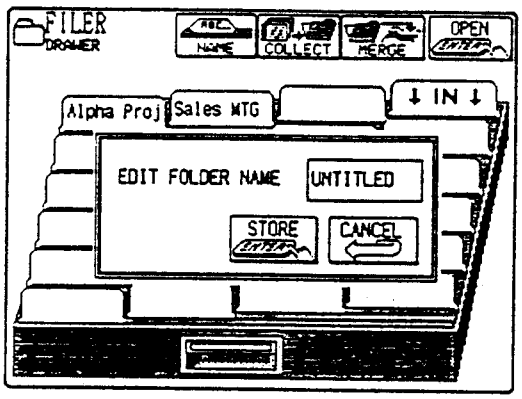
1. Touch the name label to select any folder (except the IN folder) that you would like to name or rename.

★ You can also use the cursor keys to select a folder.

2. Touch [NAME].

★ Press [EDIT].

The EDIT FOLDER NAME text box opens.




3. Enter any name up to ten characters long that you would like to use for the folder. Letters, numbers, and symbols can all be used.
When renaming, first press [⇧] [NEW ENTRY] to delete the existing name.

4. Touch [STORE] to register the name (or [CANCEL] to cancel it).
The name you entered appears on the name label.

★ You can also name a folder using the **Filer** Menu. In step 2, select EDIT FOLDER NAME, from the menu.

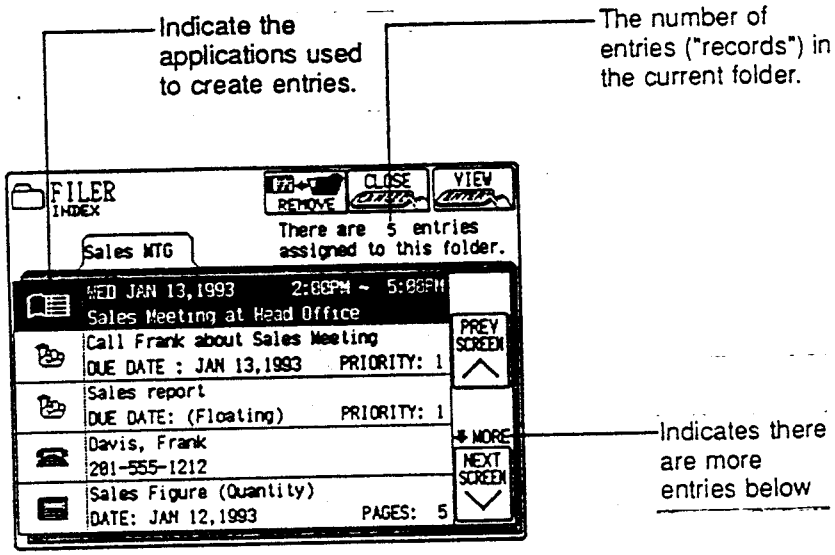
**Viewing entries via the Filer**

Once an entry has been assigned to a folder, it can be easily accessed using the **Filer**. The advantage to accessing information via the **Filer** is that you can browse through your information by topic rather than by application.

1. Press [FILER].
   The Filer Drawer opens.
2. Select the folder containing the entries that you want to see. (Only one folder can be opened at a time.)
3. Touch [OPEN].

★ Touch the folder twice.

Entries in the folder are displayed in the Filer Index.




Entries in a folder are sorted by application.
If there are more than five entries in the folder, touch [PREV SCREEN] or [NEXT SCREEN] to display additional entries.

4. Select the entry you want to view the entire contents of, then touch [VIEW].

★ Touch the entry twice.

The entry now appears in the View mode of its application.

5. Press [FILER] at any time to return to the Filer Index.
6. Touch [CLOSE] to return to the Filer Drawer.

### Editing and deleting assigned entries

Before an entry can be edited or deleted, its application must be opened.
Once an entry has been assigned to a **Filer** folder or folders, any changes made to the entry in its application will be reflected in all relevant folders.

1. Open the desired folder.
2. Select the entry you want to edit or delete then touch [VIEW].
3. Perform the desired operation.

☞
- It is not possible to create a new entry in the **Filer** application. New entries must be created in individual applications.
- Deletion of single entries can only be done in the individual applications. However, you can delete all entries in a folder using the **Filer** application (see p. xx).

## Unassigning entries from folders

### Unassigning single entries from folders

If you assign an entry into the wrong folder, or no longer need a particular entry assigned to a folder, you can unassign it using [REMOVE].

In the **Filer** application,

1. Select the folder in the Filer Drawer that contains the entry that you want to unassign.
2. Touch [OPEN].
   If the desired entry is not displayed, touch [NEXT SCREEN] until it appears.
3. Select the entry that you want to remove.
4. Touch [REMOVE].
   Since the entry is not deleted from the Organizer, there is no user message asking you to confirm the operation.
   The entry is unassigned from the folder.
5. Touch [CLOSE] to return to the Filer Drawer.

★ You can also unassign individual entries from a folder using the **Filer** menu. Open the **Filer** menu and select REMOVE THIS ENTRY in step 4 above.

### Unassigning all entries from a folder

You can easily unassign all of the entries in a folder using the application menu.

In the **Filer** Drawer,

1. Select the folder you want to empty.
2. Press [MENU▶] and select EMPTY THIS FOLDER.
   A message appears to confirm that you want to unassign everything in the folder.
3. Touch [YES] to empty the folder (or [NO] to cancel the procedure).

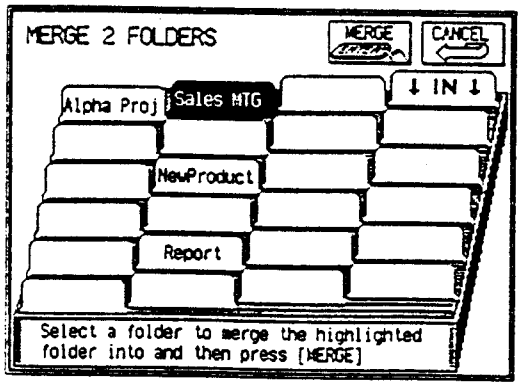
   The name label is now blank, indicating an enpty folder.

## Merging folders

At times, you may find two folders whose contents, names, or purpose are duplicated. Or you may find that you want to move or combine the contents of two folders into a single folder. This is easy to do on the Organizer.
Combining a folder that has been named with an empty, unnamed folder results in "moving."
Combining a folder that has been named with another named folder results in "merging" (even if UNTITLED is the name of one or both files).

In the **Filer** application,

1. Select the folder in the Filer Drawer that you want to merge with another folder.
2. Touch [MERGE].
   A folder display appears with a message asking which folder you want to merge the selected folder with.




3. Select the folder that you want to merge the first folder with (destination folder).

   The contents of the first selected folder are appended to the destination folder. When merging folders, the name of the destination folder has priority. If there are duplicates of the contents in folders being merged, one of the duplicates is automatically deleted to save memory.

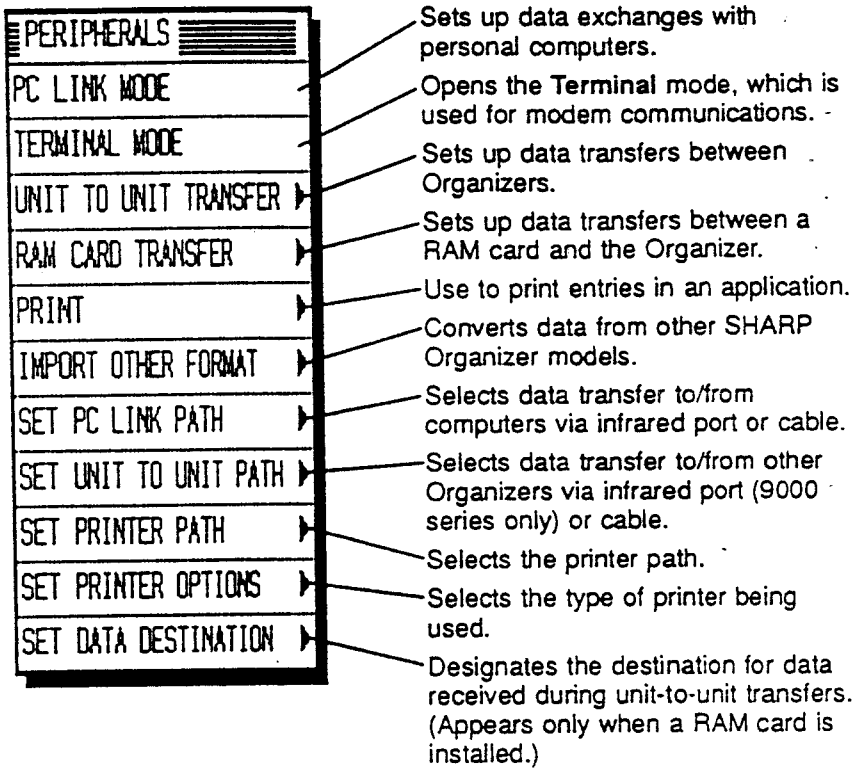
4. Touch [MERGE] (or [CANCEL] to cancel the procedure). The folders are now merged and the Filer Drawer appears.

★ You can also merge folders using the **Filer** menu. Open the menu and select MERGE 2 FOLDERS in step 2 above.

**Deleting all entries in a folder**

In the **Filer** application,
Deleting all entries from a folder deletes them completely from the Organizer.

1. Press [FILER].
2. Select the folder in the Filer Drawer containing the entries that you want to delete. (Only one folder can be selected at a time.)
3. Touch [MENU►] and select DELETE FOLDER CONTENTS.
   A warning message appears asking if you are sure you want to delete all the entries in the folder.


PERIPHERALS
PC LINK MODE
TERMINAL MODE
UNIT TO UNIT TRANSFER
RAM CARD TRANSFER
PRINT
IMPORT OTHER FORMAT
SET PC LINK PATH
SET UNIT TO UNIT PATH
SET PRINTER PATH
SET PRINTER OPTIONS
SET DATA DESTINATION
Sets up data exchanges with personal computers.
Opens the Terminal mode, which is used for modem communications.
Sets up data transfers between Organizers.
Sets up data transfers between a RAM card and the Organizer.
Use to print entries in an application.
Converts data from other SHARP Organizer models.
Selects data transfer to/from computers via infrared port or cable.
Selects data transfer to/from other Organizers via infrared port (9000 series only) or cable.
Selects the printer path.
Selects the type of printer being used.
Designates the destination for data received during unit-to-unit transfers. (Appears only when a RAM card is installed.)

## Application IC Cards

Many application IC cards are available as options for the Organizer, as well as RAM cards to add extra memory. Simply press [CARD] to access the function of an installed IC card.
The cards can be operated by touching the card keypad that appears on the display.

☞
- The OZ-709A Organizer Talk, OZ-721 Organizer Golf, and the OZ-8B02 Fax cannot be used with this Organizer.
- The following cards can be used in conjunction with most of the built-in applications. Press [2nd] [CARD] to access these dictionaries while using a built-in application.

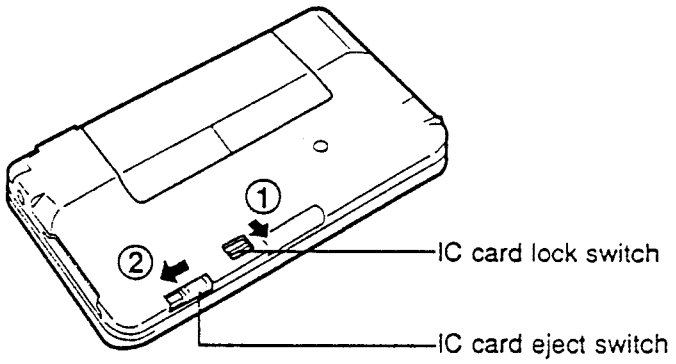
  OZ-702A Thesaurus Dictionary

OZ-715A American-Spanish Dictionary
OZ-8D01A American English Dictionary

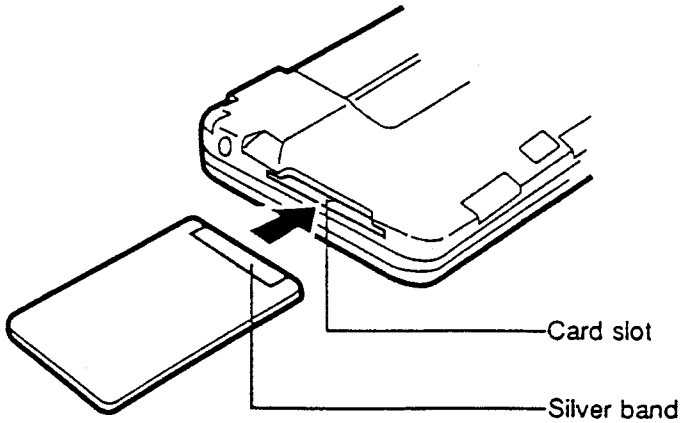
- The [SHIFT] key mentioned in IC card operation manuals represents the [2nd] key on this Organizer.

## Installing an IC card

1. Turn the Organizer off.
2. Close the Organizer and turn it over.
3. Set the IC card lock switch to the RELEASE position.
4. Slide the IC card eject switch and remove the protection card.




5. Insert the IC card all the way into the card slot, with the back of the card facing up.



6. Set the IC card lock switch to the LOCK position.

☞
- The Organizer will not turn on if the IC card lock switch is in the RELEASE position.
- Store the protection card in a safe place and be sure to put it back into the Organizer when there is no IC card installed.

→ For a full explanation of using the Organizer with a RAM card, see p. xx.

## Printing from the Organizer

You have great flexibility in what you can print out from the Organizer—from what is currently on the display to single entries to all of the entries in an application. The range of printing options depends on the particular application you are printing from.
Entries and information can be printed on any standard printer connected to the Organizer via the optional CE-IR1 wireless interface. The Organizer also has built-in printer drivers (a printer driver is software that instructs the printer how to format and print data) for the following printers:

- Canon BJ-10e and BJ-30 Series
- Epson FX and LQ Series
- Hewlett Packard LaserJet Series
- IBM Proprinter Series

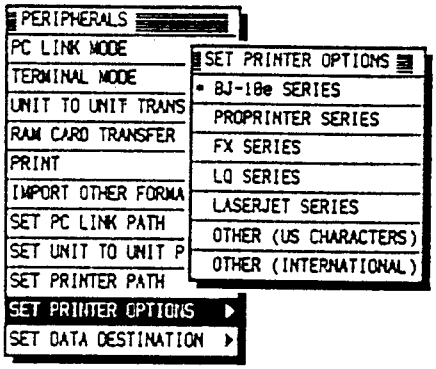
The Organizer also works with printers that have an emulation mode for any of the above printers (consult your printer's manual regarding the emulation modes it supports). For information about other specific models supported by the Organizer, consult your local SHARP dealer.

☞
- To print from the Organizer to a printer, the optional SHARP CE-IR1 wireless interface is required. See the operation manual for the CE-IR1 regarding use with a printer.

- Hardware compatibility between the printer and the CE-IR1 may affect printing capability.

**Setting up the Organizer for printing**

1. Press [2nd] [PERIPHERAL] to open the **PERIPHERALS** menu.
2. Select SET PRINTER OPTIONS.
   The submenu appears.




3. Select your printer type or one that your printer emulates (see your printer's manual regarding the emulation modes it supports).

   If your printer does not support any of the printer models listed, select OTHER (US CHARACTERS) to print U.S. character codes or OTHER (INTERNATIONAL) to print other character code sets. The "OTHER" settings make use of the Organizer's "all-purpose" printer driver. Only text can be printed; graphic images cannot. In addition, because of the way in which code sent by the Organizer is converted to characters on the printer, information in the final printed copy may not appear exactly as on the Organizer.

☞ • The SET PRINTER PATH feature in the **Peripherals** menu lets you set the printer path before printing, which tells the Organizer how data is to be sent to a printer. VIA INFRARED PORT is the default setting. While VIA DIRECT CABLE and VIA OTHER are also listed under the SET PRINTER PATH submenu, these features will are for future implementation—they have no current

function—so it is not necessary to change from the default VIA INFRARED PORT setting.

- To cancel printing, press [ON]. All other key operations are inoperative.
- To print secret entries, a group of entries, or all entries in a file or application, the Organizer must first be unlocked (see p. xx).

**Printing the current display**

Virtually any display on the Organizer can be printed as it appears. Exceptions to this are text boxes, confirmation prompt (Yes/No) displays, messages, etc. Printing of graphic images also depends on your printer's capabilities.

1. Open the display that you want to print.
2. Press [2nd] [PRINT SCREEN].

☞ Press [ON] at any time to cancel printing.

**Printing a single entry**

1. Select the entry that you want to print in the Index mode or display it in the View mode.
2. Press [2nd] [PERIPHERAL] to open the **PERIPHERALS** menu.
3. Select PRINT.
   The PRINT submenu opens for the entry's application mode.
4. Select THE SELECTED ENTRY (in the **Outline** application, select THE SELECTED OUTLINE) to print the entry.

**Printing a specified group of entries**

In the **To Do**, **Schedule**, **Tel**, and **User File** applications, and in the **Filer**, you can print only those entries that match specific criteria.
The procedure for specifying and printing a group of entries varies according to the application.

**In the To Do application**

1. Press [TO DO].
2. Go to the Index mode and select the file—TO BE DONE,

DONE ENTRIES, or MONTHLY GOALS, or a category—containing the entries you want to print.

3. Press [2nd] [PERIPHERAL] and select PRINT.
4. Select ALL ENTRIES IN VIEW.

☞ Press [ON] at any time to cancel printing.

**In the Schedule, Tel and User File applications**

1. Open the desired application and press [MENU►].
2. Select FILTER ON/OFF, then select FILTER ON from the submenu. Enter the information to define the entries you want to print.
   The more information you enter, the more selective the filtering process will be.
3. Touch [FILTER ON].
4. Press [2nd] [PERIPHERAL] and select PRINT.
5. Select ALL [application] ENTRIES.

☞ Press [ON] at any time to cancel printing.

→ For a full explanation of the Filter function, see p. xx.

**Printing Schedule entries for specific periods**

1. Press [CALENDAR] to open the application.
2. Display and select the date containing the entries you want to print, or a date that is included in the weekly or monthly period of entries that you want to print.
3. Press [2nd] [PERIPHERAL] and select PRINT.
4. Select ALL IN SELECTED DAY, ...WEEK, or ...MONTH.

☞ Press [ON] at any time to cancel printing.

**Printing using the Filer application**

Using the **Filer**, you can print related entries from different applications.

1. Press [FILER].
2. Select the folder from the Filer Drawer that contains the entries you want to print.
3. Press [2nd] [PERIPHERAL] and select PRINT.
4. Select ALL IN SELECTED FOLDER.

☞ Press [ON] at any time to cancel printing.

**Printing all entries**

All entries in an application (or in a selected file in the **Ann, Tel** and **User File** applications) can be printed.

To print all entries in an application,

1. Open the application containing the entries you want to print.

   In the **Schedule, Tel** and **User File** applications, make sure that the Filter function is turned off (see p. xx).
2. Press [2nd] [PERIPHERAL] and select PRINT.
3. Select ALL [application] ENTRIES.

☞ Press [ON] at any time to cancel printing.

To print all entries in a file in the **Ann, Tel** or **User File** application,

1. Open the application containing the file you want to print.
2. Press [2nd] [PERIPHERAL] and select PRINT.
3. Select ALL [file name] ENTRIES.

☞ Press [ON] at any time to cancel printing.

## Enhancing Capabilities Using a RAM Card

A RAM card can be used with your Organizer in any of three ways:

- to expand memory capacity,
- as a means of sharing data with other 9000 Series Organizers, or of making use of data from 7000 or 8000

Series Organizers,
- to backup the Organizer's data.

Before installing the RAM card, you must set the **Secret** function in your Organizer to match the **Secret** function setting in the RAM card. If the RAM card has never been used before and you will be initializing it, or if has already been initialized but has never been used with a password, you *must* delete any password from your Organizer before installing the card. If the RAM card has been used with a password—whether in your Organizer or another—the password in the card and your Organizer **must** match.

➔ For a full explanation of the **Secret** function and using passwords, see p. xx.

➔ For a full explanation of how to install a RAM card, see p. xx.

**Memory expansion**

The RAM card provides extra memory in the Organizer. While a RAM card does not expand the amount of main memory in the Organizer, it does adds an auxiliary memory that can be easily accessed.
To use a RAM card, install the card using the explanation provided in "Installing an IC card" on p. xx. Select an application, and when you want to use the expanded memory, press [CARD]. All operations are the same as when using the main memory, but the RAM card gives you, for example, three more files in the **Tel** application, one more drawer of folders in the **Filer** application, etc. (See your RAM card manual for capacity and specifications.)

☞ You can set up different file and field names in the RAM card and the main memory for the **Tel** and **User File** applications. After selecting the RAM card by pressing [CARD], use the CONFIGURE selection from the applications' menus.

**Backing up data to a RAM card**

"Backing up" means making a separate copy of your data which can be kept in a safe place. This is the simplest and easiest form of insurance against losing valuable information.

☞ When you backup to a RAM card, any information already on that card will be lost.

With a RAM card installed in the Organizer:

1. Press [2nd] [PERIPHERAL] to open the **PERIPHERALS** menu.
2. Select RAM CARD TRANSFER.
3. Select MAIN → CARD (REPLACE).
   A warning message appears asking if you want to permanently delete all data on the RAM card.
4. Touch [YES] (or [NO] to cancel the deletion).
   The entries are backed up. (Backup time depends on how much data is stored in the Organizer.)

☞ Backing up data to a RAM card copies your information onto the card. The data in your Organizer's main memory is not deleted.

**Restoring data from a RAM card**

"Restoring" data means copying data that was backed up to a RAM card back to the Organizer. To restore data, you use nearly the same procedure as for backing up (above), but in step 3 be sure to select CARD → MAIN (REPLACE), which copies data from the RAM card to the Organizer.

☞ When you restore data from a RAM card, any existing information in the Organizer will be lost.

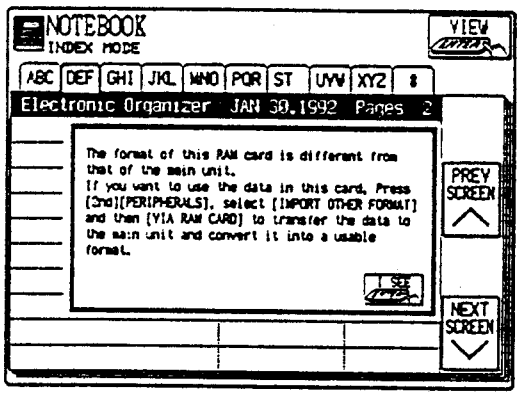
**Sharing data with another Organizer**

Data and entries can be transferred easily and quickly between 9000 Series Organizers simply by swapping a RAM card between them. You can receive data from 7000 and 8000 Series models (you cannot move data from your Organizer to these models), and then work with that data, but it must first be converted into the format used on your Organizer.

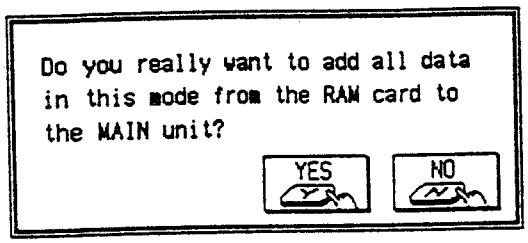
☞
- Applications may not match on different Organizer models. Entries can only be transferred if there is a matching application on the *receiving* unit.
- Memo entries from the 7000 and 8000 series Organizers can be transferred to the **Notebook**, and Business Card entries to **User File** application. All other matching applications will share the same name.

To use data from 7000/8000 Series Organizers:

1. Turn the Organizer off and install the RAM card that has 7000/8000 Series data stored on it.
2. Turn on the Organizer.
   A message appears.


NOTEBOOK
INDEX MODE
VIEW
ABC DEF GHI JKL MNO PQR ST UVW XYZ
Electronic Organizer JAN 30,1992 Pages 2
The format of this RAM card is different from that of the main unit.
If you want to use the data in this card, Press [2nd][PERIPHERALS], select [IMPORT OTHER FORMAT] and then [VIA RAM CARD] to transfer the data to the main unit and convert it into a usable format.
I SEE
PREV SCREEN
NEXT SCREEN

3. Touch [I SEE].
4. Select the application on the Organizer that you want to append the card's entries to.
   Only the entries in the same application on the 7000/8000 Series card will be copied.
5. Touch [CARD].
6. Press [2nd] [PERIPHERAL] to open the **PERIPHERALS** menu.
7. Select IMPORT OTHER FORMAT.
   A submenu opens.
8. Select VIA RAM CARD.
   A message appears.




9. Touch [YES].
   All entries of the selected application on the RAM card are copied to your Organizer.

## Transferring Data

There are several ways to transfer information, entire entries, or files between the Organizer and other information processing devices, including personal computers and other SHARP Organizers. In this way, you can backup your information to guard against losing it, or copy information so that you or someone else can work with it on another device. A summary of transfer devices, transferable data, and tasks a transfer device is most suited to is provided in the table below.

| Transfer device | Transferable data and direction of transfer (→: Send, ←: receive) | Peripheral required | Most suitable task |
|---|---|---|---|
| RAM card (See p. xx.) | All entries → ← | | The quickest and most convenient way to backup (copy) data. |
| | Entire applications ← | RAM card from other Organizer models | Also the easiest way to transfer data from other Organizer models. |

| Transfer device | Transferable data and direction of transfer (→: Send, ←: receive) | Peripheral required | Most suitable task |
|---|---|---|---|
| Another 9000 Series Organizer (See p. xx.) | Single entry, entire file/application, files/applications, Filer folders ⟷ | | Exchanging data with other 9000 Series Organizers. |
| 5000, 6000, 7000 and 8000 Series Organizers (See p. xx.) | Entire applications ← | CE-315L | Transferring data from an other Organizer models. |
| Personal computer (See p. xx.) | Single entry, entire file/application ⟷ | Software* + CE-1R2 or compatible Organizer link cables | Backup, archiving, printing and emulation of the Organizer on a computer. |
| Remote computers, public E-mail services (See p. xx.) | Single **Notebook** entry, **Filer** folders ⟷ | CE-350X or Hayes-compatible modem (①) | Exchanging data with remote computers or Organizers, accessing various information via E-mail services |

* Depending upon the Sharp or third party software you are using, features and capabilities may vary.

☞
- When restoring all data from a RAM card, any existing entries on the Organizer will be lost.
- When connected to an Organizer that is not a 9000 Series model, you can receive data from that Organizer but cannot send data to it.
- The auto power off function (see p. xx) is disabled in all transfer modes.
- When transferring data from other models, only entries in a mode (application) supported on the 9600

Organizer can be sent. However, the Memo mode on other models corresponds to the **Notebook** application on the 9600, and the Business Card mode on the 8000 Series to both the **Tel** and **User File** applications.

**Transfer between 9000 Series Organizers**

Data can be transferred directly between two 9000 Series Organizers via the IR port. Single entries or all the entries in an application can be transferred in the **Schedule**, **To Do**, **Ann**, **Notebook**, **Outline**, and **Scrapbook** applications; and single entries or all the entries in a file can be transferred in the **Tel** and **User File** applications. Using the **Filer**, a group of entries from different applications can also be transferred.
The initial procedure for setting up these transfers is the same. The transfer procedure itself differs according to whether single entries, complete files, or folders are to be transferred.

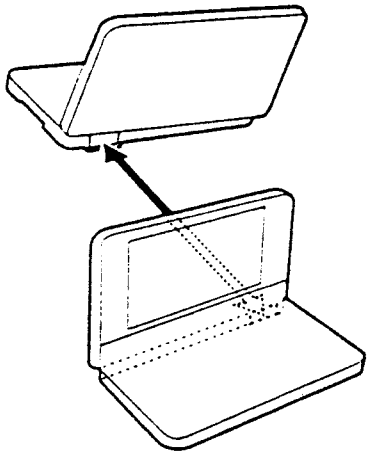
☞
- Press [ON] at any time to cancel a transfer.
- After a transfer, the display returns to the application being used before the transfer procedure was begun.
- Received data is stored and appended to the existing data of the selected application. At the same time, the data is automatically assigned to the IN folder of the **Filer** application so that you can check it after transfer. It is therefore recommended that you always keep the IN folder empty. (See p. xx).

### Initial set-up

There is no hardware set-up involved in infrared transfer. All you have to do is select UNIT TO UNIT PATH from the menu.

1. Press [2nd] [PERIPHERAL] on both units to open the **PERIPHERALS** menu.
2. Select SET UNIT TO UNIT PATH.
   A submenu opens.
3. Select VIA INFRARED.

4. Place the two units so that their infrared ports are in line and within 80 cm of each other.



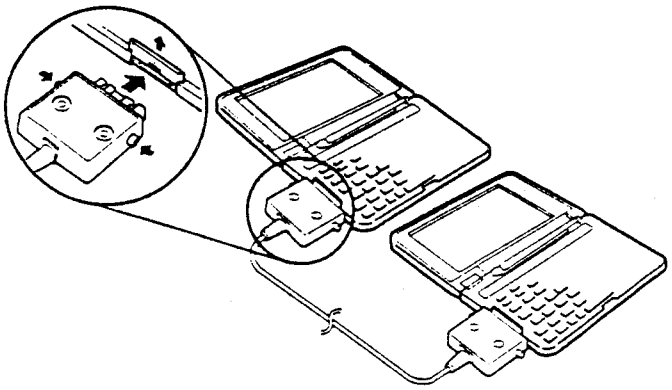
☞ When transferring complete files, or entries marked as secret, both Organizers must be unlocked (see p. xx).

- Although infrared transfer requires no special hardware, it is easily affected by ambient conditions and other factors such as external light, undercharged batteries, large transfer distance, transfer angle, etc. As a result, while infrared transfer is in itself quite easy, there is considerable scope for errors, failure to transfer data and incomplete data transfer (missing data). It is therefore recommended that you check the received data for abnormalities after an infrared transfer.
- Avoid direct sunlight.
- Keep the infrared port clean with a soft, dry cloth. Dust on the port will make transfer difficult.

For more reliable data transfer, you can connect two 9000 Series Organizers using the optional CE-315L cable.

To set up the Organizers with the cable,

1. Turn off both Organizers.
2. Open the cover of the 15-pin cable jack on each unit.
3. Plug one end of the cable into the cable jack on each unit.



4. Press [2nd] [PERIPHERAL] and select SET UNIT TO UNIT PATH on both units.
5. Select VIA DIRECT CABLE.
   [GET] and [SEND] do not work in cable transfers. You must use the PERIPHERALS menu to transfer all data.

### Transferring single entries

Single entries can be transferred in all applications.

1. Turn on both Organizers.
2. Open the same application on each.
3. On the sending unit, select the entry you want to send in the Index mode or display it in the View mode.
4. Press [GET] on the receiving unit.
5. Press [SEND] on the sending unit.

   The selected entry is transferred.

★ You can also transfer single entries using UNIT TO UNIT TRANSFER in the **PERIPHERALS** menu. In step 4, select GET DATA (APPEND) on the receiving unit. Then, in step 5, select SEND SELECTED ENTRY on the sending unit.

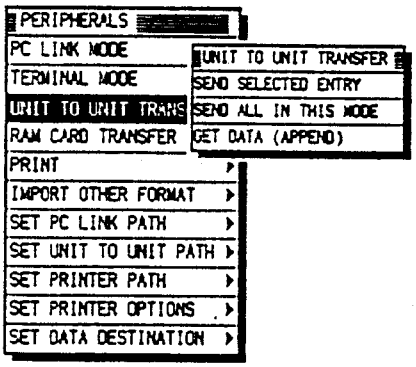
### Transferring all entries in an application

With the exception of the **Tel** and **User File** applications, all entries in all applications can be transferred. In the **Tel**

and **User File**, all entries in individual files can be transferred. All files in the **Tel** and **User File** applications are interchangeable. For example, the TEL 1 file can be transferred to the USER FILE 2 file, etc.

1. Turn on both Organizers.
2. Open the same application on each.
3. On the receiving unit,
   - If you are in the **Tel** or **User File** application, select the destination file.
   - Press [2nd] [PERIPHERAL].
   - Select UNIT TO UNIT TRANSFER.

   A submenu opens.



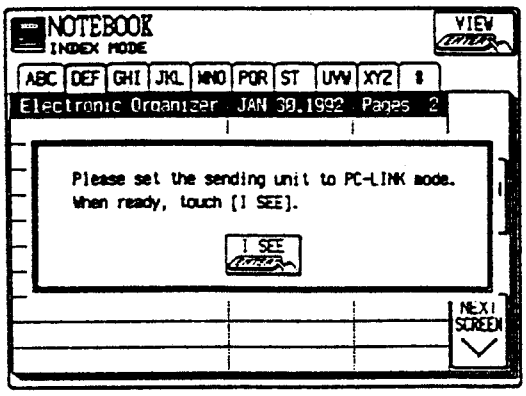

   - Select GET DATA (APPEND)

4. On the sending unit,
   - If you are in the **Tel** or **User File** application, select the file containing the entries you want to transfer.
   - Press [2nd] [PERIPHERAL].
   - Select UNIT TO UNIT TRANSFER.

   A submenu opens.
   - Select SEND ALL IN THIS MODE.

   All entries in the application are transferred.

**Transferring all file entries in the Tel or User File**


NOTEBOOK
INDEX MODE
VIEW
ABC DEF GHI JKL MNO PQR ST UVW XYZ
Electronic Organizer JAN 30,1992 Pages 2
Please set the sending unit to PC-LINK mode.
When ready, touch [I SEE].
I SEE
NEXT SCREEN

4. On the sending unit,
   - Press [SHIFT] [OPTION] to open the **Option** menu.
   - Select PC LINK.
5. On the receiving unit, touch [I SEE] to receive all entries in the application selected on the other Organizer.

☞
- Entries from the Memo mode on other Organizers can be received to the **Notebook** application on the 9600.
- Entries form the Business Card mode on other Organizers can be received to the **Tel** or **User File** applications on the 9600.

## Exchanging Information with a Personal Computer

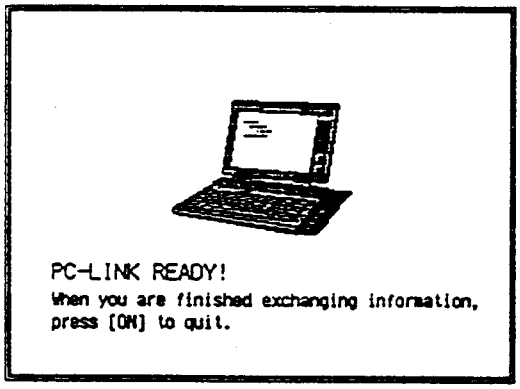
Using SHARP's optional Organizer Link software and cable package or certain third party software packages, you can exchange data with a personal computer. Using the optional CE-IR2 wireless interface, you can also exchange data with a personal computer via the Organizer's infrared port. This makes it possible, for example, to use the Organizer when outside your home or office, then later transfer the data you have entered on the Organizer to your desktop computer.

☞ The Organizer Link software for 9000 Series Organizers may not be available at the time you purchase this

product. Check with your local Sharp dealer regarding availability.

To set-up the Organizer for use with the Organizer Link,

1. Make sure the Organizer is turned off.
2. • For infrared transfer, set up the Organizer with the CE-IR2 wireless interface. (See the CE-IR2 manual for details.)
   • For a cable transfer, connect the Organizer Link cable to the Organizer's 15-pin cable jack. (See the Organizer Link manual for details.)
3. Press [2nd] [PERIPHERAL].
4. Select SET PC LINK PATH.
5. Select VIA INFRARED PORT (for infrared transfer) or VIA DIRECT CABLE (for cable transfer).
6. Press [2nd] [PERIPHERAL] and select PC LINK MODE.




Your Organizer is now ready to transfer data. Consult the Organizer Link manual regarding subsequent transfer procedures.

→ The Organizer Link is for transferring data to a computer in the same location as the Organizer. For a full explanation of how to transfer data to remote computers using telecommunications, see the "Terminal Mode" below.

# Terminal Mode

The **Terminal** mode lets you use the telecommunications functions of the Organizer to link to a "remote" computer or system (one that is physically distant), including a computer bulletin board service (BBS), on-line information services such as CompuServe®, and to transfer data by phone between the Organizer and a personal computer. With the appropriate software, the **Terminal** mode makes it possible, for example, to link your Organizer with your computer at home or office using ordinary telephone lines, or to download (receive) information from public or private subscription databases.
The **Terminal** mode is accessed through the **Peripherals** menu. Once selected, it functions as any other application, with its own menu for carrying out commands and configuring the Organizer for telecommunications.

☞ • You must have at least 2 kilobytes of free main memory in the Organizer to use the **Terminal** mode. If you do not have enough memory, a message will indicate this. You can use the CHECK MEMORY function (see p. xx) to find out the amount of free memory.

**Hardware requirements**

- To transfer data in the **Terminal** mode, you will need the optional SHARP CE-350X modem. If you already have a Hayes®-compatible modem, you will need a SHARP CE-130T, CE-131T, or CE-132T cable and a straight, male-to-male RS-232C cable to connect the modem to the Organizer.
- If you use the CE-131T or CE-132T cable, you will also need a null modem adapter. For an explanation of how to configure the null modem adapter, see the table below.

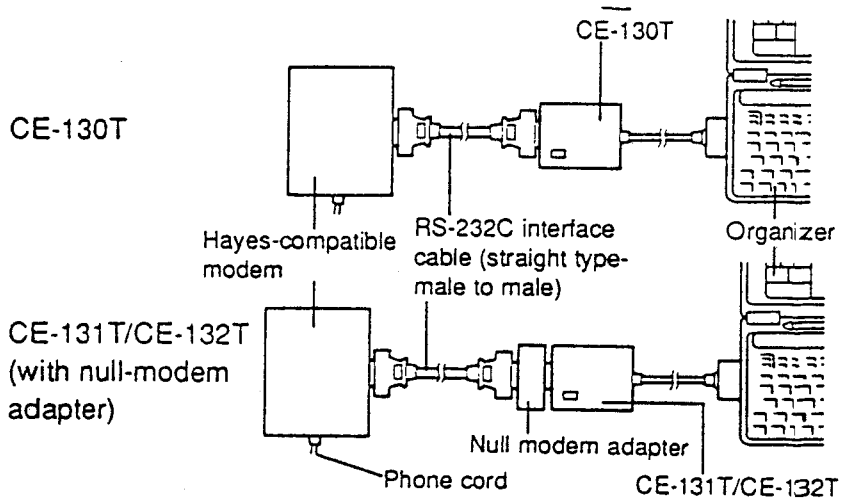
Null modem pin configuration

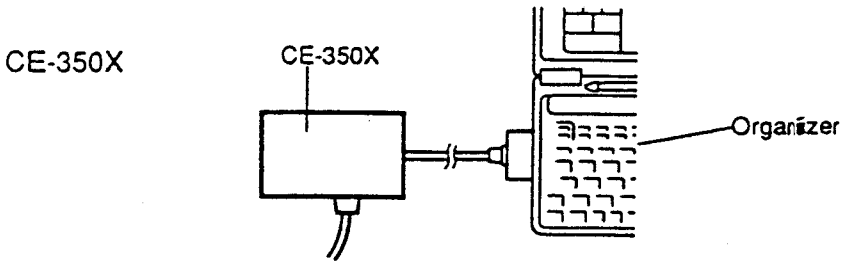
| | | |
|---|---|---|
| 1 | — | 1 |
| 2 | — | 3 |
| 3 | — | 2 |
| 4 | — | 5 |
| 5 | — | 4 |
| 6, 8 | — | 20 |
| 7 | — | 7 |
| 20 | — | 6, 8 |

- Using an incorrect cable may damage the cable, the modem, and/or the Organizer.

**Connecting the modem**

With the Organizer turned off, connect the modem to the Organizer's 15-pin cable jack as shown in the diagram below. (See your modem manual about how to connect the modem to the telephone line.)

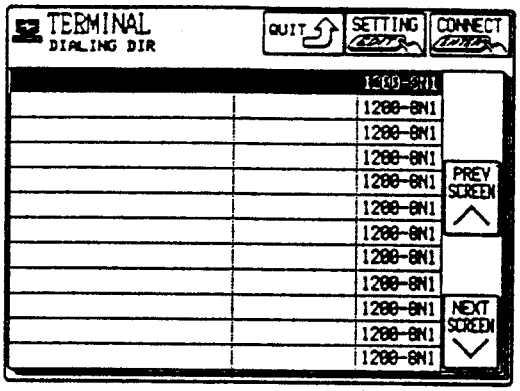


**Opening the Terminal mode**

With the modem connected,

1. Turn on the Organizer.
2. Press [2nd] [PERIPHERAL] to open the **PERIPHERALS** menu.
3. Select TERMINAL MODE.
   The Dialing Directory display opens.



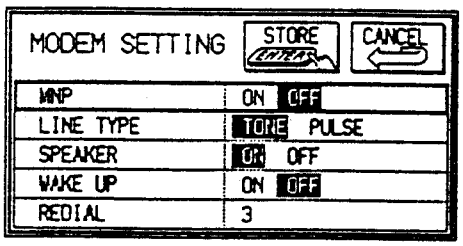

This is the initial display any time that the **Terminal** mode is selected. The display is blank now, but will show the entries you make for dialling access, similar to the Index mode in other applications.

Touch QUIT at any time to quit the **Terminal** mode.

**Configuring the modem settings**

In the **Terminal** mode,

1. Press [MENU►] and select MODEM SETTING.
   The MODEM SETTING window opens.



MNP — MNP (Microcom Network Protocol) is an error-correction protocol implemented on many modems to help alleviate data errors caused by telephone line noise, etc. Set this to ON if your modem supports MNP.)

LINE TYPE — Telephone lines use either pulse or tone dialing. Pushbutton phones generally (but not always) use tone dialing, and rotary phones use pulse dialing. (For more information, see your modem manual.) Select your line type.

SPEAKER — If your modem has a built-in speaker, selecting ON lets you hear the dialing and connection tones. The speaker is turned off automatically after a connection is made.

WAKE UP — If set to ON, the Organizer will automatically turn on in the **Terminal** mode when called by a remote system. Unless ASK PASSWORD for the Start-up display is set to ON.
This function is available only when you are using the CE-350X modem with an AC adaptor, and cannot be used with the CE-130T/CE-131T cable.
There are other hardware/software requirements for using this function. For more information, contact your local SHARP dealer.

REDIAL — This is the number of times the Organizer will redial a number if a connection is not made on the first attempt, for example, if the number was busy or did not answer. The number can be set between 0-99.

Of the settings above, the most important is the line type. Selecting an incorrect line type will not damage the modem or Organizer, but it will make it impossible to connect with a remote unit using the modem.

2. Touch any desired settings to change them.

★ Use [▲] and [▼] to move between fields, and [►] and [◄] to select the desir settings.

3. Use the number keys to set REDIAL.
4. Touch [STORE] when you are finished with the settings.

## Dialing settings

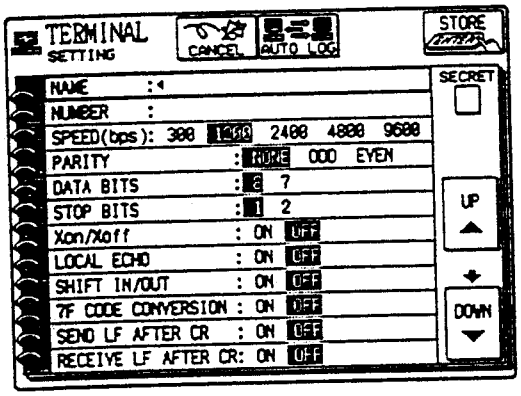
You set data transfer parameters for making dialing connections using the Setting display of the Dialing Directory. Each entry that you make can have its own settings, so that you can dial a number simply by selecting the desired entry.

In the **Terminal** mode,

1. Touch [SETTING].

★ Press (EDIT).

The Setting display appears. Scroll the display using [UP] and [DOWN] to view all items.

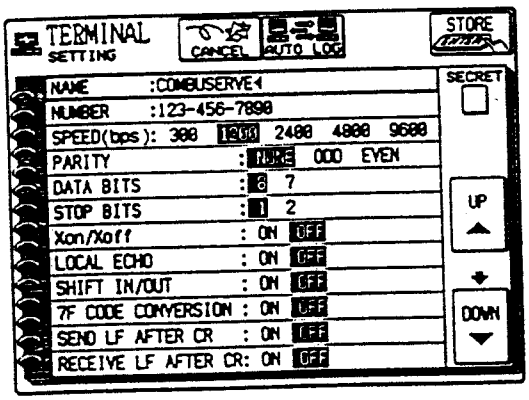



| | |
|---|---|
| NAME | The name of the dialing entry. |
| NUMBER | The phone number to dial. |
| SPEED (bps) | Transmission speed, measured in bits per second (bps). |
| PARITY | A simple form of error checking during transmission. |
| DATA BITS | The size of each data character transmitted (which is measured in bits). |
| STOP BITS | Signals sent to indicate the end of each transmitted character. |

| | |
|---|---|
| Xon/Xoff | A form of "handshaking"—or flow control—between the modems. |
| LOCAL ECHO | Selects the display of characters when typing and connected to a remote terminal. |
| SHIFT IN/OUT | A switch to distinguish between accented and unaccented alphanumeric characters. |
| 7F CODE CONVERSION | Selects whether a certain transmission code is interpreted as delete or backspace in 7-bit data transfer. |
| SEND LF AFTER CR | Affects formatting of lines on remote terminal display. |
| RECEIVE LF AFTER CR | Affects formatting of lines on the Organizer's display. |
| DELAY TIME | The time the sending unit will wait for the receiving unit to read a line of sent text. Set any value from 0-99 tenths of a second. |
| EMULATION | Selects a type of computer "terminal" for the Organizer to emulate, which serves as a basic input/output device with some remote systems. |
| WRAP AROUND | Moves characters to a new line when the end of a line is reached on the display. |
| TAB | Sets tab characters. |
| AUTO REPEAT | Repeats keys' functions when pressed and held. |
| CURSOR | Selects the appearance of the cursor. |
| CURSOR TRANSLATE (Horizontal) | Sets the characters per line for one press of the cursor key to move the cursor. |
| CURSOR TRANSLATE (Vertical) | |

Except for the transmission speed, the default settings should work fine for virtually all modem communications on the Organizer, with the exception of having to enter the name and number. When settings do need to be changed, match the settings with those on the remote system being called.
Use [◄] and [►] or touch the desired settings to select them.

2. Enter the name of the dialling entry.
3. Move to the NUMBER field.
4. Enter the telephone number (if it is not a local number, be sure to include the area code).
5. Move to the SPEED (bps) field.
   Data transmission can only go as fast as the *slowest* of the two modems—your modem and the modem on the remote computer—being used. If one modem is capable of 2400 bps transmission speed and the other of 1200 bps, 1200 bps will have to be used.
6. Select the transmission speed.
7. Make any other necessary setting changes.
8. Touch the SECRET box if you want to make it necessary to enter a password to access this entry (see p. xx). Touch the box again to deselect it.



9. Touch [STORE].
The settings for the dialing entry are now stored.

☞
- If you are calling from a private PBX telephone system, you may have to dial 9 or some other number to get an outside line before dialing the number you want. Connection to an outside line on a PBX system usually takes a second or two, so if the modem immediately dials the number want to call, part of the dialed number may be lost. To avoid this problem, put a comma (,) at the appropriate place(s) in the telephone number, which instructs the modem to pause when dialing.
- It is beyond the scope of this manual to explain all aspects of telecommunicating, including modem protocols, terminal emulation, etc. For further information, consult your modem manual or a good book on computer telecommunications.

**Changing dialing entry settings**

To change the settings in any dialing entry,

1. Open the **Terminal** mode.
2. Select the entry from the Dialing Directory display.
3. Touch [SETTING].
   The entry appears in the Setting display.
4. Make any changes you would like.
5. Touch [STORE].
   The new settings are stored.

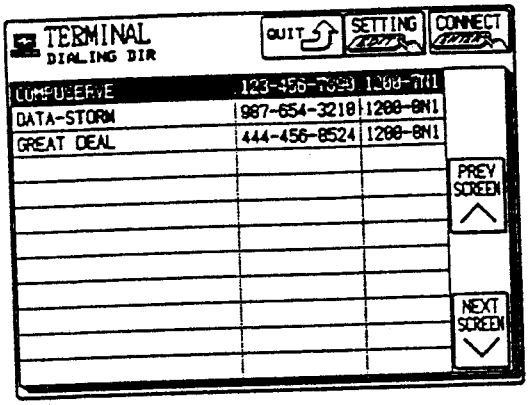
☞ To change the settings on an entry marked as secret, you must first unlock the Organizer.

**Making a call**

After you have set up the modem with the Organizer, and made an entry for a BBS, computer information service, or other remote computer you want to call, you are ready to telecommunicate.

1. Open the **Terminal** mode.
   The Dialing Directory appears, showing the entry you have made. The field on the right indicates the four basic

communications settings—transmission speed, data bits, parity, stop bits—that you selected for the entry.




2. Select the entry that you want to call.
3. Touch [CONNECT].
   The number is dialed. A message should appear indicating that a connection is made with the modem on the other end of the line.
   If the other modem answers, but no connection can be made due to a settings mismatch or another cause, or if a connection is made but "garbage" characters appear on the display, press [ON] to disconnect and try again. If you still have trouble connecting, see "Telecommunications troubleshooting" on p. xx.

☞
- Line noise can generate "garbage" characters. If you can connect with a remote unit at 2400 or 4800 bps, but garbled characters appear on the screen, try making the connection using a slower transmission speed.
- If your telephone line has a call waiting feature, you may get data errors or garbage characters on the screen when someone tries to call you while you are connected to a remote computer. In some areas, you are able to temporarily disable this feature before linking up to the remote computer. Contact your telephone company for details.
- If you connect, but you do not see any characters on the display when you type, or you see double

characters, change the local echo setting for the entry to ON or OFF, respectively (see p. xx).
- Unlock the Organizer before selecting a secret entry.

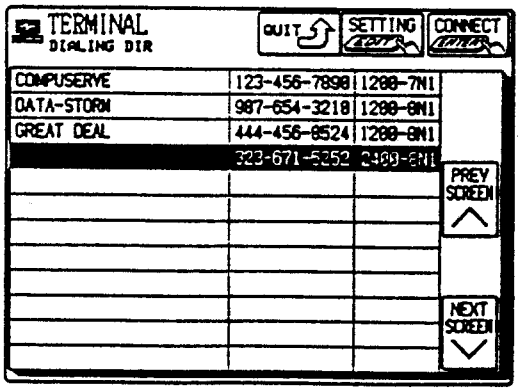
**Hanging up**

When you want to disconnect, you must "log off" from the remote computer. *Do not* simply unplug the modem or the telephone line connection. All BBSes and information databases have specific procedures for logging off, or hanging up. Follow those procedures, which will log you off automatically. After logging off, press [ON] on the Organizer to hang up. If for any reason, the auto log off procedure fails, or you are connected to another individual user, press [ON] at any time to end the call and return to the **Terminal** main menu.

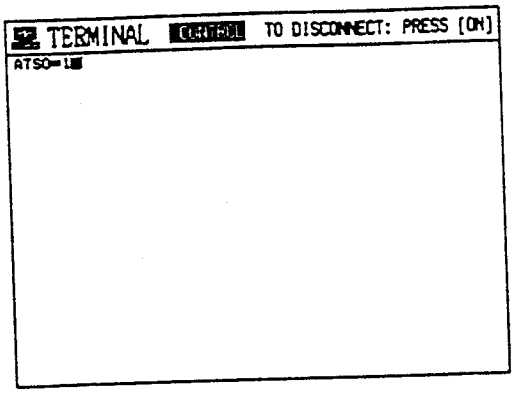
**Receiving a call**

In addition to making outgoing calls, it is also possible to receive calls from other modems by setting the Organizer to "auto answer" in the **Terminal** mode.

1. Open the **Terminal** mode.
   The Dialing Directory appears.
2. Select a blank entry field and touch [SETTING].
3. Enter the name of the expected caller, or some general name such as "Answer". Leave the NUMBER field blank. Make the settings you would like to use to answer the incoming call (the speed setting may be the only setting you need to change).
4. Touch [STORE].
5. From the Dialing Directory display, select the entry that you just made.



6. Touch [CONNECT].
   The on-line display appears.
7. Type *ATS0=1*.




   This sets the Organizer modem to automatically answer a call after one ring.

8. Press [ENTER].
   Any call will be automatically answered.
9. Press [ON] to turn off auto answer or to disconnect the call when finished.

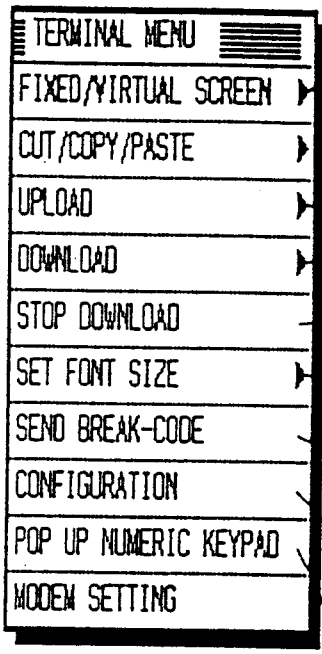
☞ The Organizer's auto power off feature is disabled in the **Terminal** mode. Because power is drawn from the Organizer's batteries, unless the optional external power supply is connected (see p. xx), auto answer should be set up just prior to when a call is expected.

→ For a full explanation of AT dialling commands (such as ATS0=1), consult you modem manual.

**On-line operations**

When you are connected to another computer via modem, anything you type on the keyboard is sent to the remote computer, and anything sent to you appears on your display (the text of transferred data is not displayed—see "Data transfer" below). Commands accessed from the **Terminal** mode menu add power and flexibility to the process.

In the **Terminal** mode, press [MENU►].




Selecting FIXED sets lines of text to "wrap" (breaks lines so they fit on the Organizer's display); VIRTUAL sets the Organizer's display as a window which can move acro an 80 x 40 character full-size "virtual" display.

Starts an upload.

Starts a download.

Select to stop a download in process or when finished downloading.

Selects the font size in the **Terminal** window display to large or small.

Sends a break code, which interrupts a process. Also necessary in some log-off procedures.

Changes dialing settings while on-line. (Does not change settings in individual entries.) Exactly the same as the Setting display except that it does not have a NAME or NUMBER field.

Opens a numeric keypad window on the display. (This keypad functions only in VT-100 terminal emulation—see p. xx.)

Press [ON] to leave the on-line mode.

☞ The [M–] key functions as a Control key while the Organizer is on-line. See p. xx for the key combinations required to produce ASCII codes.

**Data transfer**

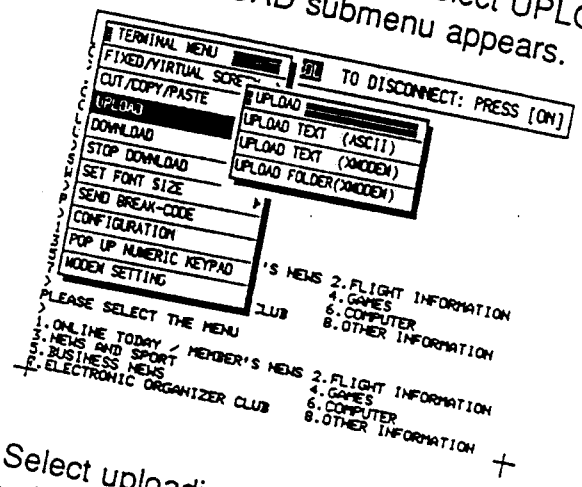
The Organizer can upload (send) entries from the **Notebook** application in either ASCII (text) format or using the XMODEM file transfer protocol. It can also send **Filer** folders using XMODEM. And it can download (receive) text and files using either ASCII or XMODEM. ASCII (the American Standard Code for Information Interchange) is an internationally recognized character set that makes it possible to transfer text between different kinds of computers, and for text typed on one computer

to appear in the same form on a remote computer. No error correction is implemented during an ASCII transfer. XMODEM is a file transfer protocol which implements error correction.

### Uploading data

In the **Terminal** mode,

1. Access a remote computer or system by making or receiving a call.
2. Press MENU▶ and select UPLOAD.
   The UPLOAD submenu appears.




3. Select uploading text using ASCII or XMODEM, or uploading a folder using XMODEM.
   - If you selected an upload of text, a display similar to the Index mode appears, showing the all **Notebook** entries you have made. Select the entry containing the text you want to upload.
   - If you selected an upload of a folder, a display similar to the **Filer** Drawer opens. Select the folder you want to upload.
4. Touch UPLOAD to upload your selection (or CANCEL to cancel it).
   The selected entry or folder is uploaded.

Press ON at any time to cancel an upload.

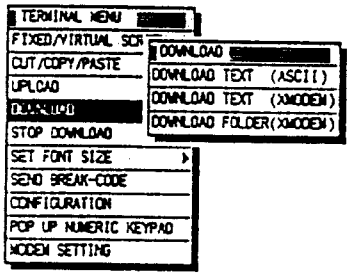
Certain computer information services require specific

log-on procedures before you can upload your data. Consult the service provider whose system you are using for details about this. You can automate the log-on procedures if you wish. See the following section, "Auto log-on".

### Downloading data

In the Terminal mode,

1. Access a remote computer or system by making or receiving a call.
2. Press [MENU►] and select DOWNLOAD.
   The DOWNLOAD submenu appears.




3. Select downloading text using ASCII or XMODEM, or downloading a folder using XMODEM.
   - If you select to download text by XMODEM, a text box opens at this time asking you to enter a name to store the entry under. Enter a name up to 20 characters long and touch [STORE].

   The selected entry or file is downloaded.

   Press [ON] at any time to cancel an upload.
3. When the download is completed, press [MENU►].
4. Select STOP DOWNLOAD.
   - If you selected to download text by ASCII, a text box opens at this time asking you to enter a name to store the entry under. Enter a name up to 20 characters long and touch [STORE].

   Certain computer information services require specific

log-on procedures before you can download data. Consult the service provider whose system you are using for details about this. You can automate the log-on procedures if you wish. See the following section, "Auto log-on".

### Data transfer via CompuServe

It is easy to upload a folder from your Organizer to CompuServe, from where it can downloaded by friends or associates.

To upload a folder:

1. Access CompuServe using the regular log-on procedure.
2. Type *GO EASY* and press [ENTER] to go to the Electronic Mail Service.
   The CompuServe Mail menu appears.
3. Press [3] to select UPLOAD a message.
4. Press [1] to select XMODEM (MODEM7) protocol.
5. Press [3] to select Binary.
   The Transfer Type display appears.
6. Press [MENU►] to open the **Terminal** menu. Select UPLOAD, then select UPLOAD FOLDER (XMODEM).
   The UPLOAD FOLDER window opens.
7. Select the folder you want to upload and touch [UPLOAD].
   The uploading process begins.
8. When you see the message, "File Transfer Completed! Peress <CR>!", press [ENTER].
   The Send menu appears.
9. Press [1] to select SEND.
10. Answer all prompts from CompuServe as follows.

    `Send to (Name or User ID): 101115, 3174` **[ENTER]**

    `Subject: Products Information` **[ENTER]**

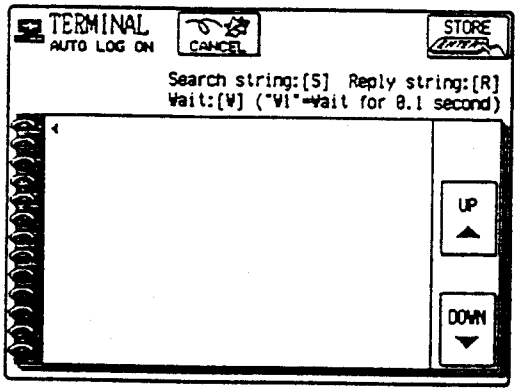
```
Your Name: John Smith [ENTER]

TO: 101115, 3174
From: John Smith
Subj: Products Information

Is this correct? (Y or N) y [ENTER]

Message sent to 101115, 3174

Press <CR>! [ENTER]
```

11. When the CompuServe Mail menu appears again, type *bye* and press ENTER to exit CompuServe.

**Auto log-on**

When you call a BBS or information database, the log-on procedure in which you enter your name, user number, and password to gain access to the system is probably the same each time you connect. You can automate this log-on procedure on the Organizer, making it faster (saving on telephone charges) and more convenient.

1. Open the **Terminal** mode.
   The Dialing Directory appears.
2. Select the entry whose log-on procedure you want to automate.
3. Touch SETTING.
4. Touch AUTO LOG.
   The Auto Log-On display opens.

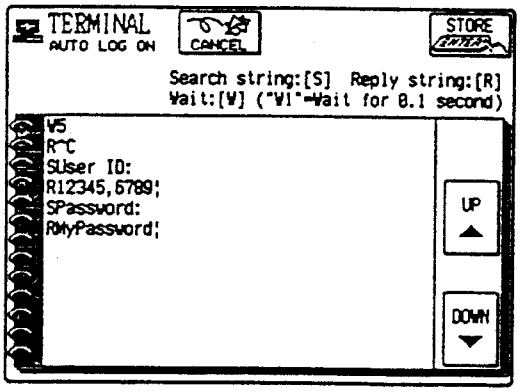


The auto log-on procedure is set up using the character strings (text) you would normally enter manually when logging on to the BBS or information database, in conjunction with these commands:

- Wn Wait *n* tenths of a second, for example, W2 would pause for 0.2 seconds until the next step of a procedure.
- Sy Instructs the Organizer to search for a character string, sent from the BBS, for example, before moving to the next step of the log-on procedure. For example, SUSER ID: means wait for the text "USER ID:" to be received before continuing.
- Ry Instructs the Organizer to reply to a character string. For example, RJOHN JOHNSON means "send the text John Johnson'.

¦ Inserts a carriage return at the end of a character string. Carriage returns must be included at the end of lines in a log-on procedure to execute the procedure. ¦ is entered from Organizer using (SMBL).

For example, if you are entering the log-on script to access the CompuServe®, you should see something like the screen below.




5. Enter your text.
   - Enter a ↵ after each command.

- Search strings (entered using the S command) must be entered exactly as the system you're calling normally displays them. This means that you must enter capital and lowercase letters in the auto log-on set-up exactly as those letters are shown when logging on manually. You will have to log onto a system at least once to copy the system's text strings in order to write a log-on procedure.

6. Touch [STORE] when you are finished.

**Terminal emulation**

You can configure your terminal (the Organizer's keyboard and display) while on-line by selecting CONFIGURATION from the menu. Set the last six parameters (WRAP AROUND, TAB, AUTO REPEAT, CURSOR, CURSOR TRANSLATE (HORIZONTAL/ VERTICAL)) according to your requirements.
There are also two terminal emulations available on this Organizer; TTY (teletypewriter) and the more advanced VT-100 (VT stands for "video terminal"), which adds greater formatting controls and enhanced text handling and display.
While the Organizer's default settings will work fine for virtually all of your telecommunications, you may at some time find the need to change the emulation settings.

In the on-line mode,

1. Press [MENU►] and select CONFIGURATION.
2. Touch [DOWN] until you reach the desired item.
3. Make the desired changes.
4. Touch [CONFIG] (or press [CANCEL]).

The terminal is now configured according to the new settings.

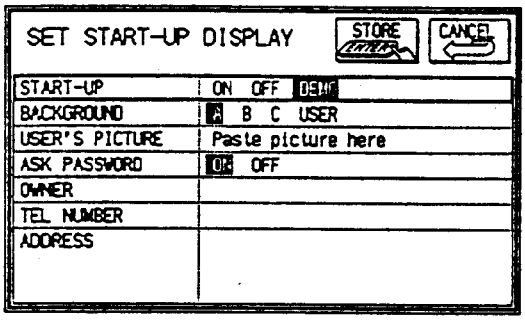
★ You can also set these configurations for individual entries in the Dialing Directory before connecting the Organizer to a line.

In VT-100 emulation mode, you can use a VT-100

# Setting the Start-Up Display

The Organizer can display your name, telephone number, and address every time it is turned on, set against one of four graphic backgrounds (one of which you can create using the **Scrapbook** application). If you ever lost or misplaced the Organizer, this could significantly increase the chances of having it returned to you.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu, then select SET START-UP DISPLAY.
   The SET START-UP DISPLAY contains several fields. Current selections are shown in reverse.




START-UP

- ON: Turns on a user-specified display upon start-up.
- OFF: The Organizer starts up in the application or display mode that was in use when the Organizer was turned off.
- DEMO: Sets the Organizer to display its built-in demo at start-up. This is the default display.

BACKGROUND

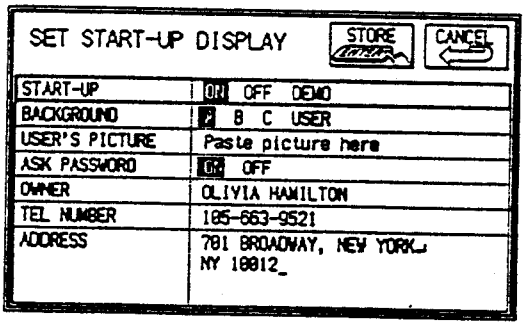
Choose between the three built-in backgrounds of A (Globe), B (Seaside), and C (Airplane), or USER, which selects a graphic image pasted to the USER'S PICTURE field. The selected background is displayed at start-up.

USER'S PICTURE
Any graphic image pasted to this field and selected in the BACKGROUND field (above) is displayed at start-up. (For an explanation of how to paste graphic images, see p. xx.)
ASK PASSWORD
- ON: After registering a password (see p. xx), you will be prompted to enter that password upon start-up. The Organizer cannot be used if the password is not entered.
- OFF: You will not be prompted to enter your password upon start-up.

OWNER
Enter your name (up to 32 characters).
TEL NUMBER
Enter your telephone number (up to 32 characters).
ADDRESS
Enter your address (up to 96 characters).

☞ The BACKGROUND field and all fields listed below it are activated only if "ON" is selected in the START-UP field.

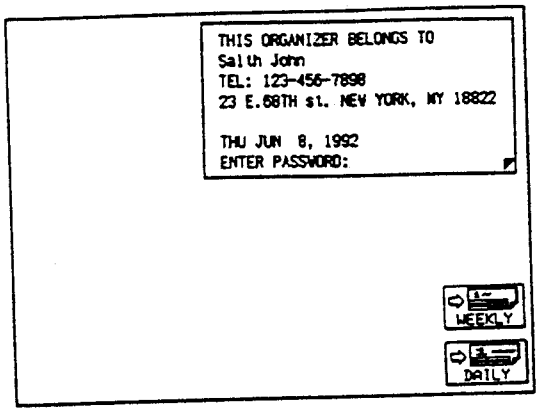
2. Touch the desired setting in each field.
3. Enter your name, telephone number, and address in the appropriate fields. (You can leave any or all of these fields blank if you wish.)




4. Touch [STORE] to store the settings (or [CANCEL] to cancel any changes).

**Responeses to the start-up display**

If you have set START-UP and ASK PASSWORD to ON, and filled in your personal information, a display similar to the one below will appear every time the Organizer is turned on.




To use any function of the Organizer,

1. Type in the password as used for the secret function (see p. xx). You must enter the password exactly as you registered it, including upper- and lower-case letters.
2. Press [ENTER].
   ENTER PASSWORD disappears.
3. Touch [WEEKLY] or [DAILY] to go directly to these **Calendar** views, or press the key for any application you want to use.

☞ If no password has been registered, the prompt for the password will not be displayed even if ASK PASSWORD has been set to ON.

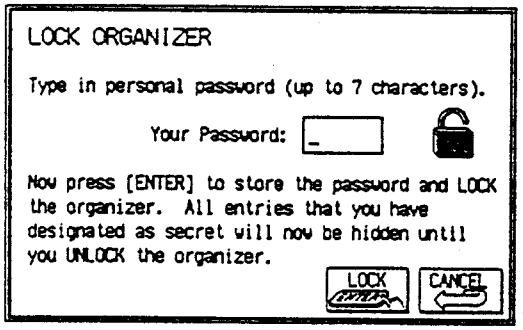
☞ If you set ASK PASSWORD to ON with START-UP set to ON and you forget your registered password, in order to access the Organizer you will have to reset the Organizer losing all the data stored in it (see p. xx).

# The Secret Function

The Secret function keeps information in your Organizer secure by locking it with a password that you specify. Entries marked as secret are hidden from all displays until the password is entered. Individual entries can be marked as "secret," so that only someone who knows the password can access them, or all entries and operations can be protected using the PASSWORD feature from SET START-UP DISPLAY in the **Tools** menu (see above, p. xx). Marking entries as secret has no effect until a password is entered in the Organizer.

**Registering a password**

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select LOCK/UNLOCK ORGANIZER from the menu, then LOCK ORGANIZER from the submenu that opens (an asterisk indicates the selected setting—the default is UNLOCK ORGANIZER).
   A LOCK ORGANIZER text box appears prompting you to enter a password.


LOCK ORGANIZER
Type in personal password (up to 7 characters).
Your Password:
Now press [ENTER] to store the password and LOCK the organizer. All entries that you have designated as secret will now be hidden until you UNLOCK the organizer.
LOCK
CANCEL

3. Enter any password up to seven characters long. Letters, numbers, and symbols can all be used. This text box is case *sensitive*, which means that capital and lowercase letters are not recognized as being the same. The password *SECRET*, for example, is different from the password Secret or secret.

☞ Choose your password wisely. If you forget your password, there is no way to bypass the Secret function or enter a new password without losing all data marked as Secret. It is strongly recommended that you use a *significant* password—one that you will always be able to remember.

4. Touch [LOCK] to store the password (or [CANCEL] to cancel the operation).
   This "locks" the Organizer, making it impossible to access any data marked as secret without entering the password. A message appears warning you not to forget the password. If you have any doubt about whether or not you will always be able to recall this password, write it down and keep the record of it in a safe place.
5. Touch [I SEE].
   appears on the display, indicating that any information you mark as secret will now be hidden. The Organizer itself can still be accessed until you turn on the PASSWORD feature in the SET START-UP DISPLAY submenu. See above, p. xx.

★ You can also use [2nd] [▼] to open the LOCK ORGANIZER text box.

**Marking/ unmarking entries as secret**

You can mark or unmark any entry as secret in the View or Edit mode.

1. Open the application containing the entry you want to mark as secret.
2. Display the entry in either the View or Edit mode.
3. Touch the SECRET box in the upper right-hand corner of the display.
   An X in the box indicates that an entry is marked as secret.
   (If you change your mind, simply touch the SECRET box again to unmark the entry.)

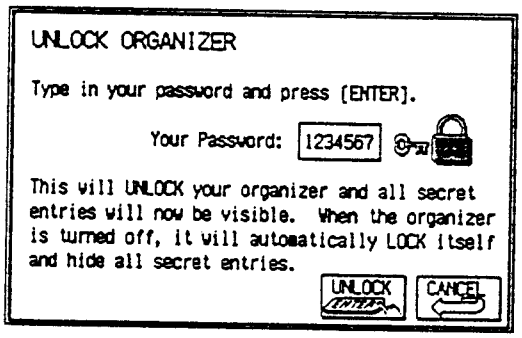
★ You can also press [2nd] [▲] in step 3 above to mark or unmark the SECRET box.

☞ If the Organizer has been locked (which hides all secret entries) an entry marked as secret for the first time will remain displayed until you go to another entry. Once you leave the entry marked as secret, it will be hidden with all other secret entries (for more information, see the next section).

**Accessing secret entries**

Entries marked as secret are not shown in any of the Organizer's display modes, and cannot be accessed using any of the search methods. To be able to view and recall secret entries, the Organizer must first be unlocked.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu. Select LOCK/UNLOCK ORGANIZER, then UNLOCK ORGANIZER.
   A window appears, prompting you to enter your password.


UNLOCK ORGANIZER
Type in your password and press [ENTER].
Your Password: 1234567
This will UNLOCK your organizer and all secret entries will now be visible. When the organizer is turned off, it will automatically LOCK itself and hide all secret entries.
UNLOCK
CANCEL

2. Enter your password exactly as you registered it (remember that the text box is case sensitive—distinguishing between capital and lowercase letters).
3. Touch [UNLOCK].
   🔒 disappears.
   If the password is incorrect, a message appears indicating this.
4. After unlocking the Organizer, access any entry you want using the normal procedures.

★ You can also use [2nd] [▼] to open the UNLOCK ORGANIZER window.

☞ If you forget your password, it will be impossible to unlock the Organizer. If this occurs, you will have to delete the old password to be able to continue to use the Secret function. This will also delete all entries marked as secret. For a full explanation of what to do if this occurs, see below, p. xx.

→ You can use [SEARCH] to find only those entries marked as secret (see p. xx).

**Locking the Organizer**

Once a password has been registered, even though you unlock the Organizer using the procedure above, the Organizer will automatically lock itself each time you turn it off. This automatic lock feature guards your secret data in case you forget to relock the Organizer. The feature remains in effect as long as a password is registered. You can also lock the Organizer yourself at any time:

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select LOCK/UNLOCK ORGANIZER.
3. Select LOCK ORGANIZER.

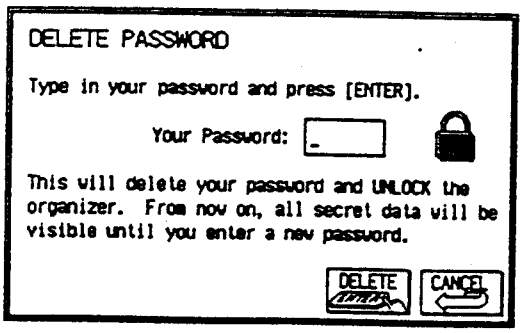
   🔒 appears, indicating that the Organizer is locked.

★ You can also lock the Organizer simply by pressing [2nd] [▼].

**Changing or deleting the password**

To register a new password, the current one must first be deleted.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select DELETE PASSWORD.


DELETE PASSWORD
Type in your password and press [ENTER].
Your Password:
This will delete your password and UNLOCK the organizer. From now on, all secret data will be visible until you enter a new password.
DELETE
CANCEL

3. Enter your password exactly as you registered it (remember that the text box is case sensitive—distinguishing between capital and lowercase letters).
4. Touch [DELETE].
   A message appears indicating that the Organizer is unlocked. Entries that were marked as secret can be accessed until a new password is registered (to register a new password, use the procedure for "Lock Organizer" on p. xx).

**If you forget your password...**

If you have forgotten your password, the only way you will be able to delete it and continue to use the Secret function is to delete all entries marked as secret.

1. Press [2nd] [TOOLS] to open the **TOOLS** menu.
2. Select DELETE ALL SECRET DATA.
   A warning message appears asking if you are sure you want to delete all the secret entries. If you have forgotten your password, you have no choice but to proceed.
3. Touch [YES] to delete all secret entries. This will make it possible for you to enter a new password.

☞
- If an optional RAM card is installed on which the same password is registered as that for the Organizer, the secret data on the card will also be deleted by this operation.
- If you set ASK PASSWORD in the SET START-UP display to ON, and forget your password, you will have to do an all reset operation (see p. xx).

**RAM cards and the Secret function**

If you are using a RAM card in the Organizer, the card is also protected by any password that you register. If you remove a RAM card and change your password, or register a password for the first time, you will be unable to use the card in the Organizer again unless you re-register the original password, or delete your password, respectively. It is therefore crucial to keep track

of any passwords used with specific RAM cards. Also, when you use a new RAM card for the first time, you must delete any registered password or the Organizer will not recognize the card (see "Changing or deleting the password" on p. xx).

## Changing the Calendar Display Format

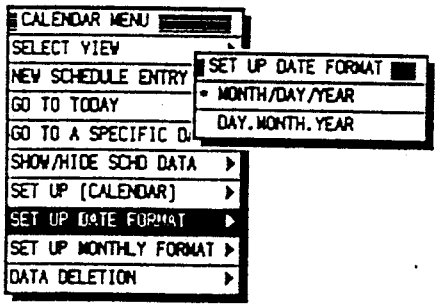
The Organizer lets you change the default **Calendar** display to one you find easiest to use. There are three aspects to changing the display: setting the date format, setting the monthly format, and setting up the **Calendar**. You can use any or all of them to create a display that you like.

### Setting the date format

You can set dates to be shown in a month/day/year (this is the default) or day/month/year format in the **Calendar**, **Schedule** and **To Do** applications, as well as in the **Clock** application.

In the **Calendar** application,

1. Press (MENU►) and select SET UP DATE FORMAT. A submenu appears. The currents setting is indicated by an asterisk.



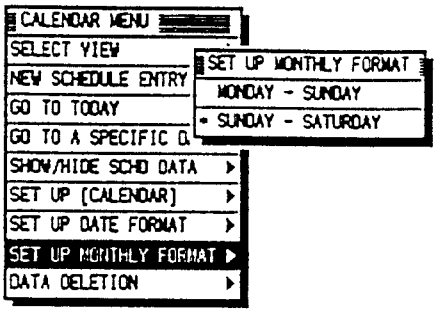

2. Select the desired format.

**Setting the monthly format**

You can set the monthly calendar to show the weeks in a Sunday to Saturday (this is the default) or Monday to Sunday format.

In the **Calendar** application,

1. Press (MENU►) and select SET UP MONTHLY FORMAT. A submenu appears. The currents setting is indicated by an asterisk.



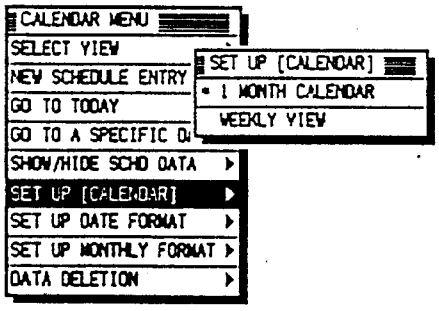

2. Select the desired format.

**Setting up the Calendar**

You can set up the **Calendar** to show either a Monthly or Weekly view each time the **Calender** application is opened. The default setting is the Monthly view.

In the **Calendar** application,

1. Press (MENU►) and select SET UP [CALENDAR]. A submenu appears. The current setting is indicated by an asterisk.




2. Select the desired format.

# Appendixes

A. Lift of Key Notations
B. ASCII Control Code Table
C. Resetting the Organizer
D. Troubleshooting
E. Battery Replacement
F. Specifications

# A. List of Key Notations

| Key | Utilization | Function |
|---|---|---|
| | CALENDAR | Opens the Calendar application. |
| | SCHEDULE | Opens the Schedule application. |
| | MENU | Opens application menus. Functions the same as MENU on the keyboard. |
| | TO DO | Opens the To Do application. |
| | ANN | Opens the Anniversary application. |
| | CALC | Opens the Calculator application. |
| | TEL | Opens the Telephone Directory application. |
| | USER FILE | Opens the User File application. |
| | CLOCK | Touch and hold to display the time and date on the built-in clock. |
| | NOTEBOOK | Opens the Notebook application. |
| | OUTLINE | Opens the Outline application. |
| | SCRAPBOOK | Opens the Scrapbook application. |
| | FILER | Opens the Filer application. |
| | CARD | Accesses any installed IC card. |
| SEARCH | SEARCH | Calls the Search function. |
| ON | ON | Turns the Organizer on.<br>Interrupts printing or data transfer. |
| OFF | OFF | Turns the Organizer off. |

| Key | Utilization | Function |
|---|---|---|
| PM [+], 12◂▸24 [−], ALARM [=], R·CM MENU, C·CE CANCEL, ? [×], [÷], MOVE M+, EXP·COL [M−], | R-CM, M−, M+, %, +, −, ÷, ×, =, C-CE | Calculator application function keys. |
| AM [%], PM [+] | AM, PM | A.M./P.M. selection. Automatically activated in appropriate application. |
| | ⇧ AM, ⇧ PM | Enter $\frac{A}{M}$ and $\frac{P}{M}$ as symbols. |
| 12◂▸24 [−] | 2nd 12◂▸24 | Switches between the 12-hour and 24-hour time display format when setting the time. |
| ALARM [=] | 2nd ALARM | Sets/cancels Schedule alarms.<br>Sets/resets an entry for daily alarms. |
| R·CM MENU | MENU | Opens application menus. |
| C·CE CANCEL | CANCEL | Clears an unstored entry.<br>Cancels a selection, menu, or operation to return to the previous display. |
| ? [×], " [÷], | ⇧ ?, ⇧ " | Enters the question mark/enters the double quotation mark. |
| MOVE M+ | MOVE | Moves topics in the Outline application. |
| EXP·COL M− | EXP/COL | Expands/collapses topics in the Outline application. |
| NEW ENTRY | NEW ENTRY | Opens a new entry in an application. |
| | ⇧ NEW ENTRY | Clears field contents when entering/ editing data. |
| EDIT | EDIT | Opens the Edit display mode so that an entry can be edited. |

| Key | Utilization | Function |
|---|---|---|
| | ◄ | Moves the cursor one character to the left. |
| | ⇧ ◄ | Moves the cursor to the beginning of a line. |
| | 2nd ◄ | Turns the keying sound on and off. Equivalent to KEY SOUND ON/OFF in **Tools** menu. |
| | ▲ | Moves the cursor one line up. Scrolls the display up. |
| | ⇧ ▲ | Moves the cursor to the beginning of a field. |
| | 2nd ▲ | Marks/unmarks an entry as secret. Equivalent to checking the SECRET box. |
| | ▼ | Moves the cursor one line down. Scrolls the display down. |
| | ⇧ ▼ | Moves the cursor to the end of a field. |
| | 2nd ▼ | Locks/unlocks the Organizer. Equivalent to LOCK/UNLOCK ORGANIZER in the **Tools** menu. |
| | ► | Moves the cursor one character to the right. |
| | ⇧ ► | Moves the cursor to the end of a line. |
| | 2nd ► | Disables/enables all set alarms. Equivalent to ENABLE/DISABLE ALARM in the **Tools** menu. |
| | PREV | Moves the cursor between fields.<br>Steps up through entries/screens.<br>Continues to search backwards for a keyword. |
| | NEXT | Moves the cursor between fields.<br>Steps down through entries/screens.<br>Continues to search forwards for a keyword. |

| Key | Utilization | Function |
|---|---|---|
| 1 – 0 | 1 – 0 | Enter numerals 1–0. |
| | ⇧ ! – ⇧ ) | Enter symbols. |
| +/- BS | BS | The backspace key. Deletes the character to the left of the cursor. |
| | +/– | Sign change key in Calc mode. |
| | ⇧ +/– | Enters the symbol ±. |
| A – Z | A – Z | Enter the letters A–Z. |
| TOOLS W | SHIFT TOOLS | Opens the Tools menu. |
| PERIPHERALS E | 2nd PERIPHERAL | Opens the Peripherals menu. |
| TIME STAMP T | 2nd TIME STAMP | Stamps the current local time at the cursor location in an entry. |
| TIME STAMP T Y U I O | 2nd Y , 2nd U , 2nd I , 2nd O | Enter font settings in the **Notebook** application: plain, underline, italic and bold, respectively. |
| PRINT SCREEN P | 2nd PRINT SCREEN | Prints the current display when a printer is connected. |
| DATE STAMP D | 2nd DATE STAMP | Stamps the current local date at the cursor location in an entry. |
| F | 2nd F | |
| HELP H | 2nd HELP | Calls the on-line help feature. |

| Key | Utilization | Function |
|---|---|---|
| J K L B N | 2nd J , 2nd K , 2nd L , 2nd B , 2nd N | Enter accent marks: ` , ´ , ~ , ¨ , ^ , respectively. Press the key and type a letter to create accented characters. |
| ↵ | ↵ | Enters a carriage return. |
| | ⇧ ↵ | Enters a tab in the **Notebook** application. |
| ⇧ | ⇧ | Switches the letter keys between upper- and lowercase when pressed. Enters a symbol in white above a key while held and the key is pressed. |
| CUT X | 2nd CUT | Cuts specified text/picture or a selected entry to the clipboard for pasting to another location. |
| COPY C | 2nd COPY | Copies specified text/picture or a selected entry to the clipboard for pasting to another location. |
| PASTE V | 2nd PASTE | Places text/picture in the clipboard at the cursor location. |
| M | 2nd M | Press the key after 2nd to enter the French character ç. |
| ' , | , | Enters a comma. |
| | 2nd , | Enters the German character ß. |
| | ⇧ ' | Enters a quotation mark. |
| . | . | Enters a period. In calculations, the period entered from the keyboard acts as a decimal point. |
| : ; | ⇧ : | Enters a colon. |
| | 2nd ; | Enters a semicolon. |
| | : | Separates hour and minutes during time entry. |

| Key | Utilization | Function |
|---|---|---|
| CAPS | CAPS | Caps lock key. Switches the letter keys between upper- and lowercase mode. |
| 2nd | 2nd | Press this key then another key to access any second function indicated in blue above the key. Also accesses keyboard shortcuts. |
| WORD | WORD | Accesses a user word list. |
| | √‾ | Square root function key in Calc mode. |
| | ⇧ √‾ | Enters "√‾" as a symbol. |
| SMBL | SMBL | Accesses the symbol menus. |
| | √ | Checks off the To Do entries. |
| | ⇧ √ | Enters "√" as a symbol. |
| SPACE | SPACE | The space key. |
| INS | INS | Toggles between insert and overwrite mode when entering/editing data. |
| DEL | DEL | Deletes a character at the cursor position during entering/editing data.<br>Deletes entries during viewing data. |
| | ⇧ DEL | Deletes a line at the cursor location. |
| ENTER | ENTER | Executes operations and stores entries in memory. |
| | 2nd ENTER | Stores an edited entry as new, leaving the original unchanged. |
| GET | GET | Receives data via the IR port from a 9000 Series Organizer. |
| SEND | SEND | Sends data via the IR port to a 9000 Series Organizer or to a printer (using the wireless interface CE-IR1). |

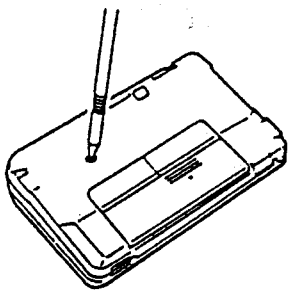
# B. ASCII Control Code Table

The table below lists the key combinations required to generate the ASCII control codes. in the **Terminal** mode.

| Hex Value | Key Combination | ASCII Code |
|---|---|---|
| 00 | M– @ or MENU 3 | NUL |
| 01 | M– A | SOH |
| 02 | M– B | STX |
| 03 | M– C | ETX |
| 04 | M– D | EOT |
| 05 | M– E | ENQ |
| 06 | M– F | ACK |
| 07 | M– G | BEL |
| 08 | M– H or BS | BS |
| 09 | M– I or ↵ | HT |
| 0A | M– J | LF |
| 0B | M– K | VT |
| 0C | M– L or C·CE | FF |
| 0D | M– M or ENTER | CR |
| 0E | M– N | SO |
| 0F | M– O | SI |
| 10 | M– P | DLE |
| 11 | M– Q "Xon" | DC1 |
| 12 | M– R | DC2 |
| 13 | M– S "Xoff" | DC3 |
| 14 | M– T | DC4 |
| 15 | M– U | NAK |
| 16 | M– V | SYN |
| 17 | M– W | ETB |
| 18 | M– X | CAN |
| 19 | M– Y | EM |
| 1A | M– Z | SUB |
| 1B | M– [ or M+ | ESC |
| 1C | M– \ | FS |
| 1D | M– ] | GS |
| 1E | M– ^ | RS |
| 1F | M– _ | US |

# C. Resetting the Organizer

A strong impact, exposure to an electrical field, or other unusual conditions may render the Organizer inoperative, and pressing the keys or touch buttons will have no effect. If this occurs, you will have to press the RESET switch on the back of the Organizer using the touch pen or similar object to be able to continue to use the unit.

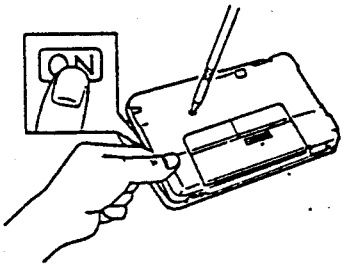


☞ A condition that makes the Organizer inoperative may erase some or all of the data stored in memory.

**All reset operation**

If the Organizer still will not function after it is reset using the procedure above, you will have to reset it using a more comprehensive procedure.

1. While pressing and holding [ON], press and release the RESET switch.
   A user message appears.




2. Release [ON].
3. Touch [N].
   The built-in clock is reset.

☞ Do not touch [Y] in step 3. Doing so will delete all data in the Organizer.

# D. Troubleshooting

Refer to the list below for solutions when the Organizer is not functioning properly before contacting your local SHARP dealer.

| Problem | Solution |
|---|---|
| The display remains blank after pressing [ON]. | • Set the card lock switch to LOCK.<br>• Adjust the LCD contrast (see p. xx).<br>• Install new batteries (see p. xx). |
| Poor display contrast. | • Adjust the LCD contrast (see p. xx).<br>• Install new batteries (see p. xx). |
| The Organizer turns on, but pressing keys and touch buttons has no effect. | Reset the Organizer (see p. xx). |
| "Not enough memory space" displayed. | The Organizer's memory is full or nearly full. Delete unnecessary data or install a RAM card (see p. xx). (You can check the amount of free memory using CHECK MEMORY from the **Tools** menu. See p. xx.) |
| Alarm does not sound at the set time. | Enable alarms using the **Tools** menu |
| Display dims when a key is pressed. | The operating batteries are weak. You can continue to use the Organizer, but new batteries should be installed soon (see p. xx). |
| Pressing a touch key or touching the display has no effect. Or a function which is not selected is carried out. | Calibrate the touch panel (see p. xx). |

# E. Battery Replacement

**General Guidelines**

The Organizer uses the following types of batteries:

| Use | Type | Size/Model | Qty. |
|---|---|---|---|
| General operation | Alkaline or manganese batteries | LR03 (L30) or R03 (AAA) | 4 |
| Memory backup | Lithium battery | CR2032 | 1 |

There are some extremely important points to remember when installing new batteries:

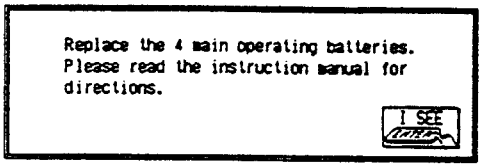
☞
- Do not remove the operation and backup batteries at the same time. Doing so will result in the loss of all data stored in the Organizer's memory.
- Backup all important data before replacing the batteries.
- Remove any installed IC card before replacing the batteries. If an IC card contains its own batteries, confirm that those batteries are not depleted before removing the card from the Organizer.
- Replace all four operating batteries at the same time with new batteries of the same type.
- The memory backup battery installed at the factory at the time of manufacture may have become depleted during shipment and may not have the full battery life after purchase indicated in the specifications.

**Caution:**

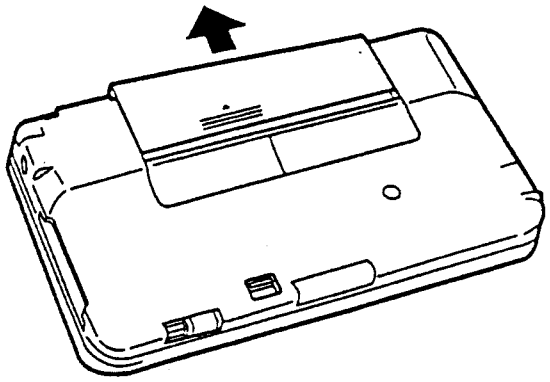
- Keep batteries out of the reach of children.
- Remove batteries from the Organizer when they become weak or when the Organizer is not to be used for a long period of time. Leaving weak batteries in the Organizer may cause battery leakage and damage from corrosion.
- Do not dispose of batteries by fire as they may explode.

## Replacing the operating batteries

When using the Organizer, if the display becomes too dim to read even after the LCD contrast is adjusted, or the ▶ indicator comes on next to **BATT**, the operating batteries may need to be replaced. To confirm this, turn the Organizer off and then on again. If the display shown appears, replace all four of the operating batteries immediately.

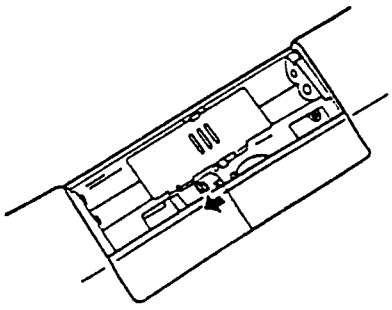



1. Turn off the Organizer.
2. Slide off the battery compartment cover on the back of the unit.

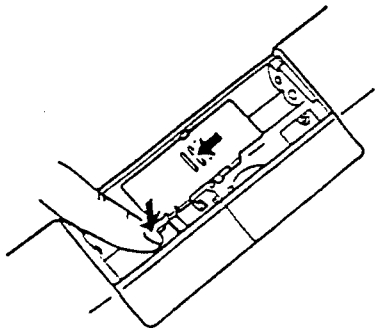


3. Slide the battery replacement switch to "Replace batteries."

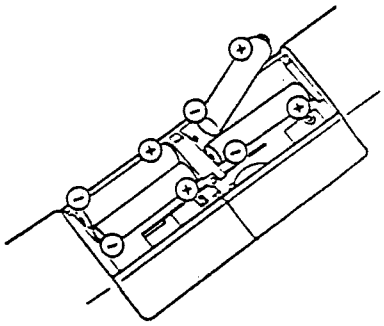
Battery replacement switch



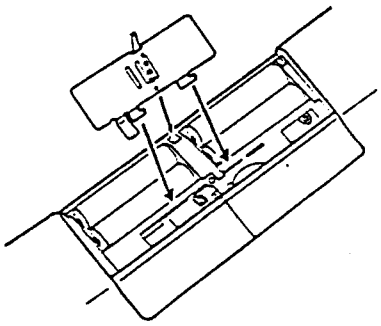
4. Holding the battery cover lock, slide off the battery holder.



5. Remove the old batteries.
6. Insert the four new batteries, positioning them according to plus (+) and minus (–) polarity, as indicated.



7. Line up the tab on the battery holder and slide the holder into the unit until it clicks.



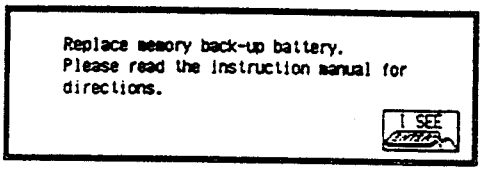
8. Slide the battery replacement switch to "Normal operation."
9. Replace the battery compartment cover.

**If nothing happens when you press [ON]:**

- Check that the battery replacement switch is set to "Normal Operation,"
- Check that the card lock switch is set to LOCK,
- Repeat the above battery replacement procedure step by step.

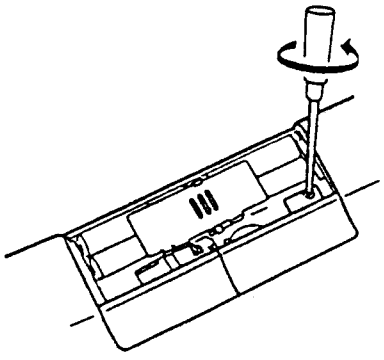
## Replacing the memory backup battery

The Organizer's memory backup battery has an expected life of approximately five years under normal conditions (temperature extremes can shorten the life of the battery). Replace the memory backup battery every five years or whenever the display shown appears.

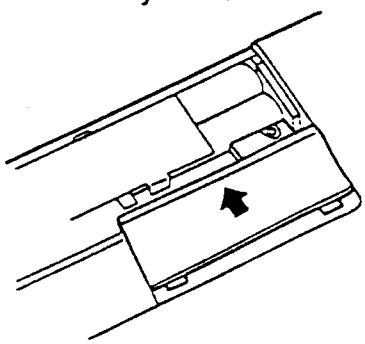



☞ Do not try to replace the memory backup battery if the operating batteries are weak. Doing so may result in the loss of all data in the Organizer. If necessary, replace the operating batteries before replacing the memory backup battery.

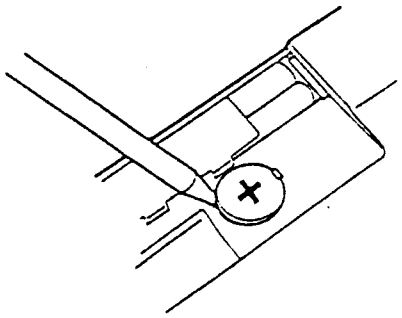
1. Turn off the Organizer.
2. Slide off the battery compartment cover on the back of the unit.
3. Slide the battery replacement switch to "Replace batteries."
4. Remove the screw holding the battery cover in place.



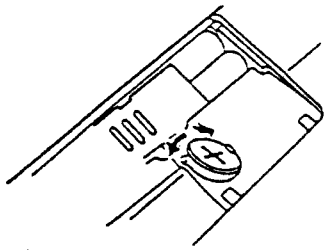
5. Slide off the battery cover.



6. Remove the old battery using the touch pen or a similar object.



7. Insert new battery with the plus (+) side up.



8. Replace the battery cover and secure it with the screw.
9. Slide the battery replacement switch to "Normal operation."
10. Replace the battery compartment cover.

**If nothing happens when you press [ON]:**

- Check that the battery replacement switch is set to "Normal Operation,"
- Check that the card lock switch is set to LOCK,
- Repeat the above battery replacement procedure step by step.

# F. Specifications

| | |
|---|---|
| Model | OZ-9600 |
| Product name | Electronic Organizer |
| Display | 320 x 240 dot matrix liquid crystal display |

**Electronic Organizer section**

| | |
|---|---|
| Applications | Calendar, Schedule, To Do, Anniversary, Telephone, User File, Notebook, Outline, Scrapbook, Filer |
| Memory capacity | 256 Kbytes (User area: Approx. X Kbytes)<br>Schedule application capacity:<br>Approx. X entries consisting of up to 32 characters<br>Tel application capacity:<br>Approx. X entries consisting of X characters in the name field and X in the number field<br>Notebook application capacity:<br>Approx. X entries consisting of up to 128 characters<br>These capacities only apply when all the available memory is committed to a single function. |
| Maximum character string length per data item | 16 Kbytes for the Notebook application and 2Kbytes for any other application |
| User interface | Touch panel, keyboard. |
| Other features | Secret function, data transfer, search function, help function, etc. |

### Calculator

| | |
|---|---|
| Digits | 10 |
| Functions | Addition, subtraction, multiplication, division; constant, square root, percent, memory calculation, date calculation, paperless printer. |

### Clock

| | |
|---|---|
| Crystal oscillation frequency | 32,768 Hz |
| Accuracy | Average variance per day, 1.5 seconds (at 25°C/70°F). |
| Display information | Year, month, day, day of the week, hours, minutes, AM/PM, city names. |
| Time system | 12-hour or 24-hour |
| Other functions | Display of date and time for the world's cities.<br>Enable/disable daylight saving time display function. |

### Peripherals and transfer interface

| | |
|---|---|
| IR transfer | Up to a distance of approx. 80 cm. |
| Cable jack | 15-pin |
| IC card slot | 1 |

### Common

| | |
|---|---|
| Power | Main supply:<br>6 V ⎓ DC, alkaline manganese batteries (LR03 x 4)<br>Memory backup:<br>3 V ⎓ DC, lithium battery (CR2032 x 1) |
| Power consumption | 0.31 W |

| | |
|---|---|
| Battery life | Battery life may vary depending on usage.<br>Operating batteries:<br>When alkaline batteries are used:<br>• Approx. 80 hours (2.5 months of 1-hour continuous use per day) Continuous display at an ambient temperature of 20°C (68°F)<br>• Approx. 70 hours (2 months of 1-hour continuous use per day) Searching data for 5 minutes and display on for 55 minutes per hour, at an ambient temperature of 20°C (68°F)<br>The battery life may be shorter than the above when manganese batteries are used.<br>Memory backup battery:<br>• Approx. 5 years (regardless of the condition of the operating batteries) |
| Operating temperature | 0° to 40°C (32° to 104°F) |
| Dimensions | Open 180(W) x 210(D) x 14.2(H) mm<br>7-3/32"(W) x 8-9/32"(D) x 9/16"(H)<br>Closed 180(W) x 105(D) x 25.4(H) mm<br>7-3/32"(W) x 4-1/8"(D) x 1"(H) |
| Weight | Approx. 290 g/0.64 lb (including batteries) |
| Accessories | Alkaline manganese batteries LR03 x 4, lithium battery CR2032 (installed), operation manual, protection card |

# Answers to commonly asked questions

Q: ***My batteries only lasted for two months. Is there something wrong? Will I lose data in memory when I change the batteries?***

A: There is probably nothing wrong with your Organizer. Battery life will vary from user to user. A number of factors will affect battery life, including how much the Organizer is used. The battery life is rated at 90 hours of continuous use. Assuming an average of one hour per day of continuous use, you would get about three months of battery life. Two months indicates heavier usage.

When you change the main operating batteries, the back-up battery will protect data in memory. Be sure to follow the directions carefully when changing the batteries.

An optional AC adaptor is available, which will extend the life of your operating batteries.

Q: ***I have a SHARP 8000 Series Organizer. How can I transfer my data from it to this new Organizer?***

A: The data format on your new Organizer is different to that on the 8000 Series Organizer. You can get data from the 8000 Series (or 7000 Series) using one of the following methods:

* If you have your data on an 8000 RAM card, you can insert the card into this Organizer and select IMPORT OTHER FORMAT from the PERIPHERALS menu, then select VIA RAM CARD.

* If you own one of the Sharp Organizer Link software packages (either for the IBM and compatibles or the Macintosh), you can hook it up and select IMPORT OTHER FORMAT from the PERIPHERALS menu, then select VIA PC-LINK. Use the link software and send the information.

* You can purchase the CE-315L transfer cable. Hook it up and select IMPORT OTHER FORMAT from the PERIPHERALS menu, then select VIA DIRECT CABLE. You will then have to set the 8000.Series Organizer to the PC-Link mode ([SHIFT] [OPTION] [4]).
Note: Data can only be transferred from an 8000 or 7000 Series Organizer to the 9000 Series Organizer, and not vice versa.

Q: ***I have an older model of the Sharp Organizer and imported the data into this Organizer. But when I went to the Tel application in my new Organizer, all of my entries looked strange. Some words were split in***

***two and some lines ended too early. The entries don't look like this in the other Organizer. What can I do?***

A: In certain applications, such as Tel, the number of characters allowed per line is different from that of other Organizer models. This means that the new line characters you entered in the older Organizer will not produce the same formatting in this Organizer. You will need to edit the entries and reformat them by deleting old new line characters and entering new ones.

Q: ***I saw the message "There is not enough memory..." after trying to store an entry. What does this mean?***

A: You have filled your Organizer with information. Here are some things you should try in order to free up some memory:

1. Check your Scrapbook. These drawings take up more memory than regular entries. Be sure to delete any notes or drawings that you no longer need.
2. Check for old Schedule items. Delete those you no longer need. You can delete all Schedule entries for an entire month using the Calendar menu.
3. Check for completed To Do items. You can delete all completed To Do items using the To Do menu.

If you wish, you can purchase a memory expansion RAM card. You can use these cards like "floppy disks," keeping several to store your data. For example, if you were a salesperson you could put all of your "East Accounts" on one card and your "West Accounts" on another. The Filer allows you to break down your information even further into individual accounts.

Q: ***I want to print out my Organizer information. What do I need?***

A: Here are the things you will need:

1. The SHARP CE-IR1 wireless interface for printers.
2. Any parallel printer that emulates one of the following printers:

| | |
|---|---|
| Canon | BJ-10e series |
| IBM | ProPrinter series |
| Epson | FX series, LQ series |
| Hewlett-Packard | LaserJet series. |

Most printers, including portable ink-jet printers on the market today, emulate at least one of these printers. Check with your local computer dealer for more information about printers.

Q: ***How can I back up my data?***

A: It is important to always have a back-up of your important information. Here are some ways of doing this:

- You can print out a hard copy using the optional accessories. See p. xx.

- You can back up your entire Organizer in about five seconds using the OZ-782 256K RAM card. (If needed, you can just as easily restore your information back to the Organizer. See p. xx.)

- You can use PC or Macintosh link software either from SHARP or a third party. You will also need one of the various PC-Link cables or the CE-IR2 wireless interface for computers. Check with your local dealer regarding features and availability of these products.

Q: ***I can't seem to turn my Organizer on. I changed the batteries but still nothing happens. What should I do?***

A: Check the following before sending the Organizer in for service:

- Check to see that the CARD LOCK switch is LOCKED and not in the RELEASE position. You may have accidentally left it unlocked after removing an IC card.

- Check that the battery replacement switch in the battery compartment is in the "Normal operation" position. If the switch is in the "Replace batteries" position, the Organizer cannot be turned on.

- Check or replace the operating batteries, even if you have just replaced the batteries. It is possible that the batteries were not fresh when you purchased them.

- Press the RESET key. If the Organizer has been dropped, for example, it may have to be reset. This will not delete your data. If for any reason data is missing after resetting the Organizer, it was lost before you pressed the RESET button. The RESET button simply re-starts the Organizer.

If none of the procedures above works, you will need to send the Organizer to a service center. Check the back page of this operation manual for the location of your nearest service center.

Q: ***What happens if I am working on an entry and the auto power off function shuts off the Organizer before I store the entry?***

A: You will not lose any information. The next time you turn the Organizer on, the Organizer's Resume feature will return you to exactly where you left off.

Q: ***Why should I send in this blue registration card included with the Organicer?***

A: This is your way of registering your product with SHARP, and allows SHARP to keep you informed about new products and software available for your

Organizer. It also gives SHARP valuable information about its users so that we can design products that continue to meet your needs.

Q: ***I would like to use the Filer feature but I am afraid of using up memory. How does the Filer work? Does it make a copy of each entry?***

A: No. When you assign an entry to a folder in the Filer, it does not use up any extra memory. The Organizer doesn't actually make a copy of the entry, it simply "assigns" the entry to a folder. Entries are still stored in each individual application (Tel, Notebook, etc.). The Filer is a great way to organize your information and there is no reason not to use it.

Q: ***I previously owned a 256K SHARP Organizer. When I tried to import all of my data via a RAM card, a user message said I did not have enough memory. What do I need to do to get this information into my new Organizer?***

A: This Organizer uses memory differently to other SHARP Organizers, providing many more features, formatting capabilities, etc., which require more memory. Therefore, you must delete some outdated or unimportant information on your RAM Card before trying the import again. Another method is to import one application at a time, starting with the most important application. Make a RAM card backup from the other Organizer. Use data deletion to delete all of the applications except one, then import that application to this Organizer. Repeat these steps for each application.

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